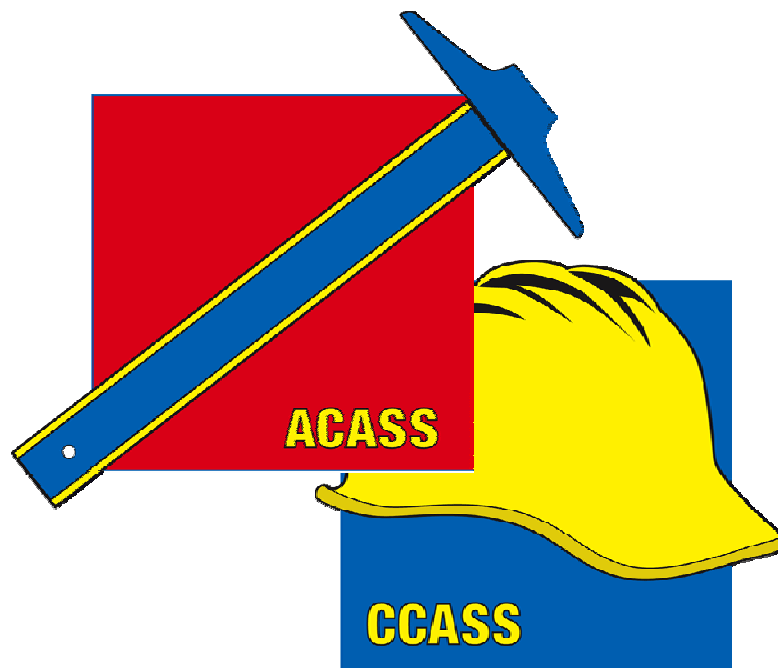


User Manual for

Architect-Engineer Contract Administration Support System (ACASS)

And

Construction Contractor Appraisal Support System (CCASS)



OCTOBER 2005
Current Version 2.0.10

<http://cpars.navy.mil>

Foreword

The purpose of this manual is to provide working-level procedures for entering, updating, revising, and viewing information in the Architect-Engineer Contract Administration Support System (ACASS) and the Construction Contractor Appraisal Support System (CCASS) Automated Information Systems (AISs). Detailed requirements of the ACASS and CCASS business processes are contained in the ACASS/CCASS policy guide. These systems were developed to support the electronic processing of Architect-Engineer Contractor Performance Evaluations (DD2631) and Construction Contractor Performance Evaluations (DD2626).

This manual translates business process requirements into detailed step-by-step procedures for individuals utilizing the automated ACASS/CCASS process. This User Manual was prepared by Naval Sea Logistics Center Detachment Portsmouth (NSLCDET PTSMH) as part of the ACASS/CCASS modernization effort for the US Army Corps of Engineers (USACE). NSLCDET PTSMH continuously enhances the Automated Information Systems and the User Manual to meet the needs of customers.

Please address any recommended modifications or improvements to:

ACASS/CCASS Project Manager
Naval Sea Logistics Center Detachment Portsmouth
80 Daniel Street Suite 400
Portsmouth, NH 03801-3884
E-mail: webptsmh@navy.mil
Phone: Customer Support at DSN 684-1690 x486 or Commercial (603) 431-9460 x486
Fax: Com. (603) 431-9464 (No DSN fax available)

Suggestions for modifying the ACASS/CCASS applications (problems, enhancements, and/or policy) may be submitted via the User Feedback option on the Main Menu of each assigned level in ACASS/CCASS.

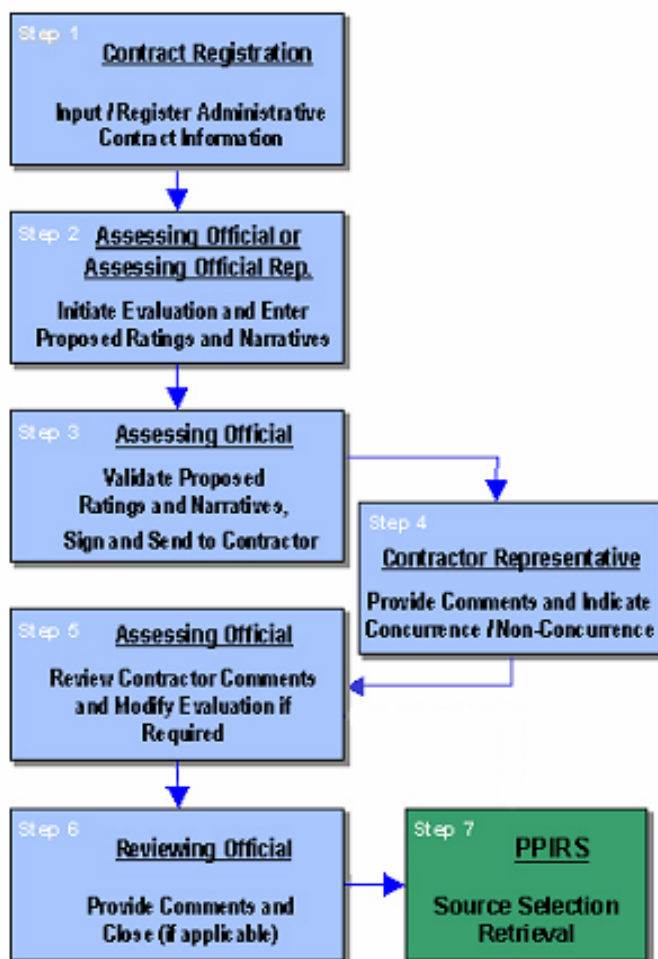
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System Overview

The ACASS and CCASS systems are web-enabled applications that are accessed via the Internet website, <http://cpars.navy.mil>. The applications consist of an Internet web server and a dedicated ACASS/CCASS application server. By definition, ACASS/CCASS information is Sensitive But Unclassified (SBU). To protect the security of ACASS/CCASS information, all actual data entered into and retrieved from the applications are encrypted using the security features incorporated into the web browser. Access to these systems requires a browser, which supports 128-bit encryption (sometimes referred to as strong encryption or U.S. only encryption), **Netscape Communicator 6.1 or higher or Microsoft's Internet Explorer 4.01 or higher**. Additional details on browser requirements and security are available at <http://cpars.navy.mil>.

BASIC WORKFLOW



To support this workflow, each user is assigned a unique level of access by the Focal Point. ACASS and CCASS Focal Points define a User Access Matrix that restricts access on a contract-by-contract basis, based on an individual's assigned responsibility in the process.

USACE Districts, Major Commands, Direct Reporting Units, Wing Commanders, Systems Command (SYSCOM) Commanders, Program Executive Officers (PEOs), Direct Reporting Program Managers (DRPMs), Headquarters Marine Corps, Commander Military Sealift Command, and other activity heads of contracting are responsible for overseeing the implementation of the ACASS/CCASS process within their respective organizations.

The following paragraphs explain the correlation between defined access levels and the steps in the business process.

Step 1 – **Contract Registration**. Allows general contract information to be entered by anyone assigned those responsibilities. Contracts must be registered within 30 days after contract award.

Step 2 – **Enter Proposed Ratings**. Allows individuals assigned to management of specific contracts by an Assessing Official to enter proposed ratings and supporting narrative or remarks. These ratings are relative to the contractor's performance for a specific contract.

Step 3 – **Validate Proposed Ratings**. Allows the Assessing Official (i.e. Evaluator or Rating Official) to establish performance ratings and/or modify proposed ratings for specific contracts. The Assessing Official is required to enter their name, title, organization, etc and forward the evaluation to the contractor for review.

Step 4 – **Contractor Comments**. Allows the contractor being evaluated to review the proposed ratings and comment on any elements that may require further review or explanation. After review the contractor returns the evaluation to the Assessing Official to continue with the workflow process.

Step 5 – **Review Contractor Comments**. Allows the Assessing Official to modify the proposed ratings and narrative and/or forward the evaluation to the Reviewing Official. If ratings are modified, the original proposed ratings are archived and then both ratings are forwarded to the Reviewing Official for review and comment.

Step 6 – **Reviewing Official Comments**. Allows the Reviewing Official to review the proposed ratings recommended by the Assessing Official and the response by the contractor to ensure that the ratings are fair and supported by objective evidence. The Reviewing Official is required to comment and close the evaluation.

Once the Reviewing Official completes the actions of step 6, the evaluation is considered complete. Completed evaluations are copied weekly to the Federal Past Performance Information Retrieval System (PPIRS) database. PPIRS is a warehouse of all evaluations completed by Federal agencies and is accessed by source selection officials to support future source selections and best value decisions.

Accessing ACASS and CCASS

The ACASS and CCASS applications are accessible from <http://cpars.navy.mil>. The CPARS website offers links to both ACASS and CCASS and also provides various items of interest including reference material, training information, frequently asked questions, best practices, as well as other information. A Practice System is also available to help users practice, learn, and understand their roles. To use the Practice System, click on **Practice System Logon** located on the left side of the ACASS or CCASS web page. After reading the Practice System instructions, click on [ACASS/CCASS Online practicing](#) located at the center of the screen and the Practice System login screen displays.

To enter the ACASS/CCASS Production System, click on **Production System Logon**.

Release 2.1.0, September 2005

Userid: Password:

This System is for UNCLASSIFIED USE ONLY!

WARNING: This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Messages: Welcome!! Questions or Concerns? Call Customer Support at 603-431-9460, ext 486 or DSN 684-1690 ext, 486

Enter the appropriate User ID and Password (case sensitive). Click on **Login to ACASS** or **Login to CCASS**, as applicable. The **Reset** button clears the User ID and Password boxes. The **Forgot Password** button allows the user to have their password re-set and emailed to them.

When accessing ACASS or CCASS with a new password, the following New User Information screen will display. New users are required to change passwords and complete all fields identified with a red asterisk (*).

ACASS

New User Information

(fields identified with * are required)

* Current Password:

* New Password: ?

* Confirm New Password:

* User Name:

* Email Address:

* Activity Name:

* Street Address:

* City, State, Zip:

* Commercial Phone #:

FAX #:

DSN Phone #:

Save User Password and Information

Enter current password in the **Current Password:** box. Enter a new password in the **New Password:** box. The password will display as asterisks. The password is case sensitive and must contain 8–15 alpha numeric characters with no special characters, the last three passwords are kept and may not be reused, passwords must begin and end with alpha characters, passwords cannot contain any characters more than twice in a row. (Check New Password Help (?) for password information).

Re-enter the new password in the **Confirm New Password:** box.

Complete the user information. Care must be taken to keep the user's e-mail address current/correct for the implementation of the electronic notification system. After all required information is entered, click the **Save User Password and Information** button and a confirmation pop-up screen displays. Click the **OK** button.

A list of all options available for a specified access level will appear on the User's Main Menu.

Focal Point

The Focal Point is responsible for the collection, distribution, and control of evaluations. Focal Points are key players in the success of the ACASS and CCASS automated processes. Focal Point access is granted only upon the completion of a signed Focal Point User Access Request Form available at <http://cpars.navy.mil>. Focal Points coordinate ACASS and CCASS access (create User IDs/passwords) for a specifically assigned area of responsibility and also have the authority to enter a manually completed evaluation. The Focal Point is also authorized to register contracts that will require a contractor performance evaluation. The Focal Point will assist the Assessing Official in implementing the automated ACASS/CCASS process by providing training and helping with administrative matters to ensure that evaluations are completed in a timely manner and are of high quality.

The screenshot shows the 'ACASS - Focal Point' web application interface. At the top, there is a teal header bar with the title 'ACASS - Focal Point'. Below the header, there is a dark blue navigation bar containing two input fields: 'Contract #:' and 'Order #:', each followed by a blue question mark icon. To the right of these fields is a 'Reset' button. The main content area has a yellow background and a vertical list of menu items on the left side, each preceded by a blue square icon. The menu items are: 'Register a Contract', 'Input a Completed Evaluation', 'Delete a Registered Contract', 'View/Print Evaluations', 'To-Do List', 'Access Authorization', 'Evaluation Status Report', 'Contract Status Report', 'Ratings Metrics Report', 'Processing Times Report', 'Change User Profile', 'User Feedback', and 'Logoff'.

Register a Contract: This option allows a Focal Point to input basic contract information into ACASS or CCASS. The contract must be registered within 30 days after contract award. Registering a contract is the only function that the Focal Point may perform in the automated workflow process. To register a contract, the user must be logged on ACASS and/or CCASS as a Focal Point and the Focal Point Main Menu must be displayed. When an evaluation is to be completed at the contract level, enter the contract number in the **Contract #:** box and click the **Register a Contract** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #:** box and include the Order Number in the **Order #:** box and click the **Register a Contract** button. In either case, the Contract Registration data entry screen will display. Enter the Data Universal Numbering System (DUNS) or DUNS +4 that is applicable to the contract to be registered. If the DUNS is unknown, click the Company Name drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract registration process. The Register a Contract data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract registration process by entering basic contract information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry boxes. Click each **green tab** and enter data in all of the required fields (*) to register and save the contract.

Click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button. To return to the Focal Point Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

NOTE: A contract/order only has to be registered one time. Once a contract is registered in ACASS or CCASS, any of the contract registration fields can be later updated by entering the contract number in the **Contract #:** box and, if applicable, the order number in the **Order #:** box and clicking the **Register a Contract** button.

Input a Completed Evaluation: This option allows the Focal Point to input an evaluation that has been completed manually. **It must be emphasized that the Focal Point is not part of the automated workflow process.** The Focal Point can only input a **manually completed** evaluation.

To input a completed evaluation, the Focal Point must be logged in ACASS or CCASS and the Focal Point Main Menu must be displayed. Enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box. Click the **Input a Completed Evaluation** button.

If the contract has already been registered, a data entry template will be displayed with the contractor's name, address, and DUNS already pre-filled. The **green tabs** provide additional data entry boxes. Click each **green tab** and fill-in the required fields (*) to enter a completed evaluation.

If the contract was not previously registered, a data entry template will be displayed, but without the contractor's name, address, and DUNS pre-filled. The **green tabs** provide additional data entry boxes. Click each **green tab** and fill-in the required fields (*) to enter a completed evaluation.

The evaluation data entry template offers on-line help for all fields displayed with a blue question mark (?). Clicking on a blue question mark will provide an explanation of the information required in the adjacent field. Click **Close** to close the help window. The evaluation data entry template identifies required fields with a red asterisk (*).

When using the **Input a Completed Evaluation** option, the Focal Point is allowed to save an evaluation that he or she has started to enter, but can not finish during the same Login session. Clicking the **Save Data** button will save the Focal Point's partially completed work. **NOTE: DUNS, Type of Evaluation, Contract/ Task Order Award Date, Negotiated Completion Date and Acquisition Manager** must be filled in to save and close a partially completed evaluation. When the Focal Point is ready to finish entering the saved evaluation, he or she will Login to ACASS or CCASS and at the Main Menu enters the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box and clicks on the **Input a Completed Evaluation** button. The evaluation that was in the process of being entered, but was saved and closed, will be displayed for additional data entry.

When the data entry process is complete, click the **Validate and Close the Evaluation** button. To return to the Focal Point Main Menu, click the **Return to the Main Menu** button. The **Return to the Main Menu** button does not save any information that has been previously entered since the last save.

Delete a Registered Contract: This option allows the Focal Point to delete a previously registered contract. To delete a registered contract, enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box. Click the **Delete a Registered Contract** button and the **Delete Contract Confirmation** screen displays. Select the **Confirm Delete** button after verifying the correct contract is about to be deleted from the ACASS/CCASS database. Select the **Cancel Delete and Return to the Main Menu** button to cancel the contract deletion process. **NOTE:** Contracts that have evaluations started or completed cannot be deleted from the ACASS/CCASS database.

View/Print Evaluations: This option allows the Focal Point to view an evaluation in a read-only format. To view an evaluation, the user must be logged in ACASS or CCASS as a Focal Point and the Focal Point Main Menu must be displayed. Enter a contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box. Click the **View/Print Evaluations** button and the evaluation will appear in HTML format. If more than one evaluation exists for the same contract (and order, if applicable), a list of evaluations will display. Click on the contract number of the evaluation to be viewed in HTML format. Click the **View Evaluation as PDF** button to view

the evaluation using Adobe Acrobat Reader. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer. To return to the Focal Point Main Menu, click the **Close** button.

To-Do List: This option is a quick and efficient way for the Focal Point to monitor and check the status of pertinent evaluations in ACASS and CCASS. Click the **To-Do List** button from the Focal Point Main Menu. A **To-Do List Parameters** screen displays. The Focal Point can select **Include All** to produce a list of all evaluations that have been started and require action within his or her area of responsibility. Select **Limit by Contract Number** and enter a contract number in the adjacent field to limit the list of evaluations to a specific contract. The Focal Point can also limit the To-Do List to a specific **User Role** or **User** by making the appropriate selections. Select the desired parameters and include a sort option, if required. Click the **Show To-Do List** button.

ACASS

To-Do List Parameters

☒ Include All

☐ Limit by Contract Number:

☐ Limit by User Role: (Select from List)

☐ Limit by User: (Select from List)

Sort by : (1) Contract Number

(2) (None)

(3) (None)

Show To-Do List

Return to the Main Menu

A list of evaluations will display based on the parameters selected by the Focal Point. The **To Do List** identifies, for each evaluation, the action required and the name of the individual responsible for completing the action. To return to the To-Do List Parameters screen, click the **Return to the To-Do List Parameters** button. The **Return to the Main Menu** button returns the user to the Focal Point's Main Menu.

Access Authorization: This option is used by Focal Points to provide access to ACASS and CCASS, to modify existing user accounts, to view a list of existing users, to transfer access from one user to another, and to assign an Alternate Focal Point. To provide access to ACASS and/or CCASS, the Focal Point must complete an Access Authorization Matrix (described below). An Access Authorization Matrix is required for all personnel involved in the automated workflow for the contracts within the Focal Point's area of control. The "role" or level of access assigned to an individual is based on information that the Focal Point receives from project management teams (and the like) for the contracts that require evaluating contractor performance.

ACASS

Access Authorization Menu

Create New User Access

Modify Existing User Access

View Existing User Access

Transfer User Access to Another User

Assign Alternate Focal Point

Return to the Main Menu

[illegible]

11

ACASS - Create New User Access

1. Enter Contract(s): Contract: Order:

2. Select User Role:

3. Enter New User Name:
 Email: (optional, new users only)

or Select Existing User:

4. Add User:

| | User Role | User Name | User Email | User Id | Contracts | User Type |
|------------------------|------------------------|-------------|----------------------|---------|----------------|-----------|
| Delete | Contract Data Entry | JOHN DOE | john.doe@navy.mil | | N4511287T5555; | New |
| Delete | Assessing Official Rep | BETTY LOU | betty.lou@navy.mil | | N4511287T5555; | New |
| Delete | Assessing Official | JAMES JONES | james.jones@navy.mil | | N4511287T5555; | New |
| Delete | Contractor Rep | LAURA SLY | lsly@xzy.com | | N4511287T5555; | New |
| Delete | Reviewing Official | DAN SMITH | dan.smith@navy.mil | | N4511287T5555; | New |

To delete a user from the matrix, click the [Delete](#) button located to left of the users role. The **Clear All Data** button clears all data entered in the matrix. After all contracts/orders, roles, names, and emails have been entered, click the **Create User Access Matrix** button. A **User Access Authorization Matrix** displays.

| User Access Authorization Matrix | | | | | |
|--|-------------|----------------------|---------|----------------|-----------|
| Please review the following User Matrix: | | | | | |
| User Role | User Name | User Email | User Id | Contracts | User Type |
| Contract Data Entry | JOHN DOE | john.doe@navy.mil | | N4511287T5555; | New |
| Assessing Official Rep | BETTY LOU | betty.lou@navy.mil | | N4511287T5555; | New |
| Assessing Official | JAMES JONES | james.jones@navy.mil | | N4511287T5555; | New |
| Contractor Rep | LAURA SLY | lsly@xzy.com | | N4511287T5555; | New |
| Reviewing Official | DAN SMITH | dan.smith@navy.mil | | N4511287T5555; | New |

This screen presents an opportunity for the Focal Point to review information for accuracy. If information has been entered incorrectly, click the **Modify Access Matrix to Correct Mistakes** button and the previous screen will display allowing the Focal Point to make the required changes. If all information is correct, click the **Authorize Access to these Users** button. The completed **User Access Authorization Matrix** displays providing User Role, User Name, User Email, User ID, Password, Status ("Authorized" indicates the access was created), Contracts and User Type. It is advisable to print the matrix for future reference as Focal Points must advise new users of their User Id and Password. Click on **Return to the Access Authorization Menu** or **Return to the Main Menu**, as applicable.

| User Access Authorization Matrix | | | | | | |
|---|-------------|----------------------|---------|------------|------------|-------------------|
| Access has been authorized for the following users to the associated Contracts. | | | | | | |
| Please print this page (in landscape) and inform the new users of their userid and password settings. | | | | | | |
| These users will be required to change their passwords the first time they login to the application. | | | | | | |
| User Role | User Name | User Email | User Id | Password * | Status ** | Contracts |
| Contract Data Entry | JOHN DOE | john.doe@navy.mil | JODOE | qypJJUvF | Authorized | N4511287T5555;New |
| Assessing Official Rep | BETTY LOU | betty.lou@navy.mil | BELOU | Vu3PJG88 | Authorized | N4511287T5555;New |
| Assessing Official | JAMES JONES | james.jones@navy.mil | JJONES | xwzgs3hM | Authorized | N4511287T5555;New |
| Contractor Rep | LAURA SLY | lsly@xzy.com | LASLY | YdTDm5t | Authorized | N4511287T5555;New |
| Reviewing Official | DAN SMITH | dan.smith@navy.mil | DSMIT | 3xEkzhLQ | Authorized | N4511287T5555;New |
| * Note: *** in the Password column indicates an existing user. | | | | | | |
| ** Note: if the Status indicates Failed, please contact the customer support desk for assistance. | | | | | | |

Return to the Access Authorization Menu

Return to the Main Menu

Modify Existing User Access: This option allows the Focal Point to change existing users' access level; to remove users' access to contracts; to reset passwords; to update users' profile information; and to delete users from the ACASS or CCASS applications. To access the **Modify Existing User Access** option, click the **Access Authorization** button on the Focal Point Main Menu. Click the **Modify Existing User Access** button from the Access Authorization Menu and the Modify Existing User Access Screen displays.

ACASS - Modify Existing User Access

Select a Contract: (Select Contract)

or User: (Select User)

View Access

Users Authorized by You:

USER NAME

USER ID

PASSWORD

USER ROLE

Return to the Access Authorization Menu

Return to the Main Menu

To modify existing user access by **contract**, click the **Select a Contract** drop-down box and all contracts authorized by the Focal point will display. Select the desired contract and click the **View Access** button. The **Users Authorized by You:** matrix displays.

| ACASS - Modify Existing User Access | |
|-------------------------------------|--------------------------------------|
| Select a Contract: | N4511287T5555 or User: (Select User) |
| View Access | |

Users Authorized by You:

| | | USER NAME | USER ID | PASSWORD | USER ROLE |
|-------------------------------|--------------------------|--|---------|-------------------------|------------------------|
| [Delete User] | [Modify] | BETTY LOU [Change Profile] | BELOU | [Reset] | Assessing Official Rep |
| [Delete User] | [Modify] | DAN SMITH [Change Profile] | DSMIT | [Reset] | Reviewing Official |
| [Delete User] | [Modify] | JAMES JONES [Change Profile] | JJONES | [Reset] | Assessing Official |
| [Delete User] | [Modify] | JOHN DOE [Change Profile] | JODOE | [Reset] | Contract Data Entry |
| [Delete User] | [Modify] | LAURA SLY [Change Profile] | LASLY | [Reset] | Contractor Rep |

| |
|---|
| Return to the Access Authorization Menu |
| Return to the Main Menu |

A list of all users who have been given access to the specific contract will display and the Focal Point can then choose to Delete, Modify, Change Profile, or Reset password, as required.

[\[Delete User\]](#) – Clicking on this option allows the Focal Point to delete a user from ACASS and/or CCASS.

[\[Modify\]](#) – Clicking on this option allows the Focal Point to modify the existing user's role. Click [\[Modify\]](#) and the **Modify User Access** view displays. Select the new user role from the **New User Role** drop-down box and click the **Modify User Access** button.

[\[User Name\]](#) – Clicking on the user's name allows the Focal Point to view the user's profile information including User ID, Name, Organization, Address, Email, and phone number(s).

[\[Change Profile\]](#) - Clicking on this option adjacent to a user's name allows the Focal Point to update the user's profile information including Name, Organization, Address, Email, and phone number(s).

[\[Reset\]](#) – This option allows the Focal Point to reset a user's password. Click [\[Reset\]](#) and the **Confirm Password Change** pop-up box will appear and includes a new temporary, system-generated password. The Focal Point must click the **OK** button to confirm and establish the new password in ACASS and/or CCASS. It is the Focal Point's responsibility to convey the new temporary password to the user. Click the **OK** button and a pop-up message "Password has been reset" displays.

To modify an existing user's access by **User** name, click the **User** drop-down box and all user names that have been authorized access to ACASS or CCASS by the Focal Point will display. Select the desired user name and click the **View Access** button. The **Users Authorized by You:** matrix displays.

| ACASS - Modify Existing User Access | |
|--|----------------------|
| Select a Contract: (Select Contract) ▾ | or User: BETTY LOU ▾ |
| <input type="button" value="View Access"/> | |

Users Authorized by You:

| | | USER NAME | USER ID | PASSWORD | USER ROLE | Contracts |
|-------------------------------|--------------------------|--|---------|-------------------------|------------------------|---------------|
| [Delete User] | [Modify] | BETTY LOU [Change Profile] | BELOU | [Reset] | Assessing Official Rep | N4511287T5555 |
| [Delete User] | [Modify] | BETTY LOU [Change Profile] | BELOU | [Reset] | Contract Data Entry | N4511273T6984 |
| [Delete User] | [Modify] | BETTY LOU [Change Profile] | BELOU | [Reset] | Reviewing Official | N4511284T5212 |

| |
|---|
| Return to the Access Authorization Menu |
| Return to the Main Menu |

A list of all users and the specific contracts they have been given access to will display and the Focal Point can then choose to Delete, Modify, Change Profile, or Reset password, as required.

[\[Delete User\]](#) – Clicking on this option allows the Focal Point to delete a user from ACASS and/or CCASS.

[\[Modify\]](#) – Clicking on this option allows the Focal Point to modify the existing user's role. Click [\[Modify\]](#) and the **Modify User Access** view displays. Select the new user role from the **New User Role** drop-down box and click the **Modify User Access** button.

[\[User Name\]](#) – Clicking on the user's name allows the Focal Point to view the user's profile information including User ID, Name, Organization, Address, Email, and phone number(s).

[\[Change Profile\]](#) - Clicking on this option adjacent to a user's name allows the Focal Point to update the user's profile information including Name, Organization, Address, Email, and phone number(s).

[\[Reset\]](#) – This option allows the Focal Point to reset a user's password. Click [\[Reset\]](#) and the **Confirm Password Change** pop-up box will appear and includes a new temporary, system-generated password. The Focal Point must click the **OK** button to confirm and establish the new password in ACASS and/or CCASS. It is the Focal Point's responsibility to convey the new temporary password to the user. Click the **OK** button and a pop-up message "Password has been reset" displays.

Return to the Access Authorization Menu button allows the Focal Point to continue with other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

View Existing User Access: This option produces a list of user names that have been authorized access to ACASS and/or CCASS by the Focal Point. To access the **View Existing User Access** option, click the **Access Authorization** button on the Focal Point Main Menu. Click the **View Existing User Access** button from the Access Authorization Menu and the View Existing User Access screen displays.

ACASS - View Existing User Access

Contract: User:

Users Authorized by You:

| USER NAME | USER ID | USER ROLE | LAST LOGON DATE |
|--|---------|-----------|-----------------|
| <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <input type="button" value="Return to the Access Authorization Menu"/> <input type="button" value="Return to the Main Menu"/> </div> | | | |

To View Existing User Access by Contract, click the **Contract** drop-down box and all contracts authorized by the Focal Point will display. Select the desired contract number and then click the **View Access** button. A list of Users who have been given access to the specified contract will display. The User ID, User Role and Last Logon Date are also provided. If the Focal Point would like to view the User's profile information, click on the User's Name and the User ID, Name, Organization, Address, Email and Phone Number(s) will appear. The [\[Spreadsheet\]](#) function will export the data columns displayed into a Microsoft Excel Spreadsheet.

ACASS - View Existing User Access

Contract: User:

[\[Spreadsheet\]](#)

Users Authorized by You:

| USER NAME | USER ID | USER ROLE | LAST LOGON DATE |
|-------------------------------|---------|------------------------|-----------------|
| BETA TESTER 1 | CPAR1 | Contract Data Entry | 08/10/2005 |
| BETA TESTER 3 | CPAR3 | Assessing Official | 08/17/2005 |
| BETA TESTER 4 | CPAR4 | Contractor Rep | 08/17/2005 |
| BETA TESTER 6 | CPAR6 | Reviewing Official | 08/13/2005 |
| EDDIE MARCEAU | EMARC | Assessing Official Rep | 05/17/2005 |

To View Existing User Access by User, click **User** drop-down box and all users authorized by the Focal Point will display. Select the desired user name and click the **View Access** button. A list of contracts that the user has been given access to will display. The User ID, User Role and Last Logon Date are also provided. If the Focal Point would like to view the User's profile information, click on the User's Name and the User ID, Name, Organization, Address, Email and Phone Number(s) will appear.

ACASS - View Existing User Access

Contract: User:

[\[Spreadsheet\]](#)

Users Authorized by You:

| USER NAME | USER ID | USER ROLE | LAST LOGON DATE | Contracts |
|---------------------------|---------|------------------------|-----------------|---------------|
| BETTY LOU | BELOU | Assessing Official Rep | NEVER | N4511287T5555 |
| BETTY LOU | BELOU | Contract Data Entry | NEVER | N4511273T6984 |
| BETTY LOU | BELOU | Reviewing Official | NEVER | N4511284T5212 |

Return to the Access Authorization Menu button allows the Focal Point to continue other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

Transfer User Access to Another User: This option allows the Focal Point to transfer ACASS and/or CCASS access from one user to another user as the need arises. This function is particularly useful when individuals are reassigned and no longer involved with initiating or completing evaluations.

To transfer user access to another user, click the **Access Authorization** button from the Focal Point Main Menu. Click the **Transfer User Access to Another User** button and ACASS or CCASS Transfer User Access screen will display.

ACASS - Transfer User Access to Another User

Transfer User Access:

1. Select From User: (Select From User) ☐ Delete User After Transfer

2. Select User Role:

3. Select Contracts:

4. To User, Select Existing User:

or Enter a New User: Name:

Email: (optional, new users only)

In Step 1, select a user name from the **Select From User** drop-down box. If the selected user no longer requires access to ACASS and/or CCASS, click in the check box adjacent to **Delete User After Transfer** (a check mark will appear in the box). This action will delete the user from ACASS and/or CCASS when the Focal Point clicks on the **Transfer Access** button. In Step 2, click on the **Select User Role** drop-down and select the role to be transferred. In Step 3, select the contract number to be transferred. In Step 4, the Focal Point will identify the transfer "To User." To select a user who already has access to ACASS and/or CCASS, click the **Search** button and the **Search for existing Government/Contractor Users:** window displays. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select Existing User:** box. The **Delete** button removes the selected user name from the **Select Existing User:** box. If the "To User" is not an existing user, enter the name and e-mail address of the new user in the spaces provided. Click the **Transfer Access** button to complete the transfer process. **NOTE:** When transferring to a **New User**, ACASS and/or CCASS will assign/identify the new user's User ID and Password. It is the Focal Point's responsibility to convey the User ID and Password to the new user.

Return to the Access Authorization Menu allows the Focal Point to continue with other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

Assign Alternate Focal Point: This option allows the Focal Point to assign an individual as the Alternate Focal Point. An Alternate Focal Point has the very same privileges as the Primary Focal Point. The Primary and Alternate Focal Points are allowed to work in ACASS and/or CCASS at the same time to create/manage user accounts and to run reports, etc. To assign an Alternate Focal Point, click the **Access Authorization** button from the Focal Point Main Menu and the **Access Authorization Menu** displays. Click the **Assign Alternate Focal Point** button and the Assign Alternate Focal Point screen displays.

| ACASS - Assign Alternate Focal Point | |
|---|--|
| 1. Enter New User Name: | <input type="text"/> |
| or Select Existing User: | <input type="text" value="(Select User)"/> <input type="button" value="View"/> |
| Current Alternate Focal Point: | |
| Name: BETA TESTER 8 | |
| User Id: CPAR8 | |
| Password: Reset | |
| Activity: NSLCPTSMH | |
| Address: 80 DANIEL ST | |
| PORTSMOUTH, NH, 03801 | |
| Phone Number: 603-431-9460 | |
| Email Address: steve.almeida@navy.mil | |
| <input type="button" value="Assign Alternate Focal Point"/> <input type="button" value="Delete Current Alternate Focal Point"/> <input type="button" value="Return to the Access Authorization Menu"/> <input type="button" value="Return to the Main Menu"/> | |

The Focal Point must identify the designated Alternate Focal Point by entering a name in the **Enter New User Name:** box, or by selecting an existing user from the **Select Existing User:** drop-down box. The drop-down box includes a list of existing users that have been given access to ACASS and/or CCASS by the Focal Point. The adjacent **View** button allows the Focal Point to view the existing user's profile information, including User ID, Name, Organization, Address, Email, and Phone Number(s). Once a new name is entered or an existing user selected, the Focal Point will click the **Assign Alternate Focal Point** button. **NOTE:** When the Alternate Focal Point is a **New User**, ACASS and/or CCASS will assign/identify the new user's User ID and Password. It is the Primary Focal Point's responsibility to convey the User ID and Password to the new user. To delete the current Alternate Focal Point, click the **Delete Current Alternate Focal Point** button.

Return to the Access Authorization Menu button allows the Focal Point to continue other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

NOTE: The remaining Focal Point Main Menu options are also applicable at various ACASS and/or CCASS access levels. As such, each option is described in more detail in later and separate sections of this user manual. Please refer to the Table of Contents to locate and obtain additional information on the following menu options:

Evaluation Status Report: This option allows the Focal Point to monitor the status of evaluations that have been started or completed for each contract the Focal Point has given access to. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Focal Point to gain read-only access to each evaluation. **(See Evaluation Status Report Section for more specific information)**

Contract Status Report: This option allows the Focal Point to monitor the status of contracts that he or she has given access to. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Ratings Metrics Report: This option allows the Focal Point to run a report that will identify the distribution of ratings for all completed evaluations under the Focal Point's cognizance. The report can be qualified by date or major command. **(See Ratings Metrics Report Section for more specific information)**

Processing Times Report: This option allows the Focal Point to monitor the processing times for all evaluations under his or her cognizance. For example, this report will identify the number of evaluations completed for a

specific month and how many were completed within the 120-day goal. **(See Processing Times Report Section for more specific information)**

Change User Profile: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows users to select additional, optional email notifications and to change their ACASS and /or CCASS password. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

Contract Data Entry

The Contract Data Entry access level is authorized by the Focal Point to register and update basic contract information. The contract must be registered in ACASS and/or CCASS within 30 days after contract award.

Register a Contract: This option allows a user to input basic contract information into ACASS and/or CCASS. Registering a contract is the only function that the Contract Data Entry user may perform in the automated workflow process. To register a contract, the user must be logged on ACASS or CCASS at the Contract Data Entry level and the Contract Data Entry Main Menu must be displayed. When an evaluation is to be completed at the contract level, enter the contract number in the **Contract #:** box and click the **Register a Contract** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #:** box **and** include the Order Number in the **Order #:** box and click the **Register a Contract** button. In either case, the Contract Registration data entry screen will display. Enter the DUNS number (DUNS +4, if applicable) applicable to the contract to be registered. If the DUNS is unknown, click the Company Name drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract registration process. The Register a Contract data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract registration process by entering basic contract information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry boxes. Click each **green tab** and enter data in all of the required fields (*) to register and save the contract.

Click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button. To return to the Contract Data Entry Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

NOTE: A contract/order only has to be registered one time. Once a contract is registered in ACASS and/or CCASS, any of the contract registration fields can be later updated by entering the contract number in the **Contract #:** box and, if applicable, the order number in the **Order #:** box and clicking the **Register a Contract** button.

View/Print Contract: This option allows the Contract Data Entry user to view registered contracts in read-only format. To view a contract, the user must be logged on ACASS or CCASS as a Contract Data Entry user and the Contract Data Entry Main Menu must be displayed. Enter a contract number in the **Contract #:** box and, if applicable, enter the order number in the **Order #:** box. Click the **View/Print Contract** button. The contract will be displayed in read only format and the user has the option to print the contract to a local printer. To return to the Contract Data Entry Main Menu, click the **Return to Main Menu** button.

Evaluation Status Report: The Evaluation Status Report at the Contract Data Entry level is unique in that the status of the evaluation(s) is provided, but the evaluation cannot be viewed. Evaluations are not accessible at the Contract Data Entry level because this is the only level in the automated workflow process that can be granted to a support contractor. Support contractors are not permitted to view another contractor's past performance evaluations. Click the **Evaluation Status Report** button from the Contract Data Entry Main Menu. A list of

evaluations and the current status of each will display. Click on the contract number of an evaluation and only the basic contract information will display in a read-only format. Click **Close** to select another contract number to view. The **Return to the Main Menu** button returns the user to the Contract Data Entry Main Menu.

Change User Profile/Switch Access Level: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows users to select additional, optional email notifications and to change their ACASS and /or CCASS password. The Switch Access Level feature is available when users are assigned more than one level in the workflow process. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

Assessing Official Representative

An Assessing Official Representative has the authority to initiate and update evaluations, but **does not** have the authority to send the evaluation to the Defense Contractor Representative or to finalize an evaluation.

ACASS - Assessing Official Rep

Contract #: ? Order #: Reset

- Register a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- User Feedback
- Logoff

Register a Contract: This option allows an Assessing Official Representative to input basic contract information into ACASS and/or CCASS. The contract must be registered within 30 days after contract award. To register a contract, the user must be logged on ACASS or CCASS as an Assessing Official Representative and the Assessing Official Representative Main Menu must be displayed. When an evaluation is to be completed at the contract level, enter the contract number in the **Contract #:** box and click the **Register a Contract** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #:** box **and** include the Order Number in the **Order #:** box and click the **Register a Contract** button. In either case, the Contract Registration data entry screen will display. Enter the DUNS number (DUNS +4, if applicable) applicable to the contract to be registered. If the DUNS is unknown, click the Company Name drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract registration process. The Register a Contract data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract registration process by entering basic contract information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry boxes. Click each **green tab** and enter data in all of the required fields (*) to register and save the contract.


Click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button. To return to the Assessing Official Representative Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

NOTE: A contract/order only has to be registered one time. Once a contract is registered in ACASS and/or CCASS, any of the contract registration fields can be later updated by entering the contract number in the **Contract #:** box and, if applicable, the order number in the **Order #:** box and clicking the **Register a Contract** button.

Initiate an Evaluation: This option allows the Assessing Official Representative to initiate the evaluation process by entering proposed ratings and remarks. **It must be noted that if the Assessing Official initiates the evaluation, ACASS and CCASS will not allow the Assessing Official Representative to access the evaluation for data entry purposes.** To initiate an evaluation, the user must be logged in ACASS or CCASS as an Assessing Official Representative and the Assessing Official Representative Main Menu must be displayed. If the evaluation is to be completed at the contract level, enter the contract number in the **Contract #:** box and click

the **Initiate an Evaluation** button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #:** box **and** include the Order Number in the **Order #:** box and click the **Initiate an Evaluation** button. In either case, the data entry screens display and are pre-filled with the basic contract information and any miscellaneous information entered during contract registration. **NOTE:** The contract must be registered before an evaluation can be initiated. The **green tabs** provide additional data entry fields. Click each **green tab** to complete the Initiate an Evaluation process.

The evaluation data entry screens identify required fields with a red asterisk (*). However, the Assessing Official Representative is allowed to save and close a partially completed evaluation without addressing all the required fields. Clicking the **Save Data** button will save the partially completed evaluation. **NOTE: DUNS, Type of Evaluation, Contract/ Task Order Award Date, Negotiated Completion Date and Acquisition Manager** must be filled in to save and close a partially completed evaluation. When the Assessing Official Representative is ready to continue working on the evaluation, simply Logon to ACASS or CCASS, click on the **To-Do List** (see below) and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated, but was saved and closed, will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicate online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red bar  located beneath any of the **green rating tabs** indicates at least one element has been rated for the specific performance area.

If the proposed ratings and remarks are ready for the Assessing Official's review, click the **Validate and Send to the Assessing Official** button. **NOTE:** All required fields must be completed at this time. The Assessing Official will be notified via e-mail that an evaluation is ready for review. A message will appear stating that the Assessing Official has been notified. Click the **OK** button. The evaluation will display in HTML format. Click the **View Evaluation as PDF** button to open and view the evaluation using Adobe Acrobat Reader. The Assessing Official Representative is now locked out of the evaluation and may now only **view** the evaluation. To return to the Assessing Official Representative Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

Delete an Incomplete Evaluation: This option allows the Assessing Official Representative to delete an evaluation that has been initiated, but not yet sent to the Assessing Official. To delete an incomplete evaluation, enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box at the Assessing Official Representative's Main Menu. Click the **Delete an Incomplete Evaluation** button. The **Delete Record Confirmation** screen will display. Select the **Confirm Delete** button to delete the evaluation from the ACASS or CCASS database. Select the **Cancel Delete and Return to the Main Menu** button to cancel the deletion of the evaluation.

View/Print Evaluations: This option allows the Assessing Official Representative to view (or print) an evaluation, but not modify or change any of the information on the form. To view (or print) an evaluation, enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box. Click the **View/Print Evaluations** button. If more than one evaluation exists for the contract number a list of evaluations will display. Click on the contract number of the evaluation to be viewed. The evaluation will display in HTML format. Click **View Evaluation as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Assessing Official Representative Main Menu, click the **Close** button.

To-Do List: This option is a quick and easy method for the Assessing Official Representative to see all the evaluations that he or she needs to update and send to the Assessing Official for validation. The To-Do List will also include evaluations that have been returned by the Assessing Official for rework. Click the **To-Do List** button from the Assessing Official Representative Main Menu. A list of evaluations will display. Click on the appropriate contract number and the evaluation is opened in data entry format ready for the Assessing Official Representative to complete the required action.

Evaluation Status Report: This option allows the Assessing Official Representative to monitor the status of evaluations that have been started or completed for each contract that he or she has been authorized access to. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Assessing Official Representative with read-only access to each evaluation. **(See Evaluation Status Report Section for more specific information)**

Contract Status Report: This option allows the Assessing Official Representative to monitor the status of contracts that he or she has been authorized access to. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Change User Profile/Switch Access Level: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows users to select additional, optional email notifications and to change their ACASS and /or CCASS password. This option also allows users to switch access levels (roles) if the user has been granted more than one access level by the Focal Point. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

Assessing Official

The Assessing Official is responsible for evaluating contractor performance and for validating the proposed ratings and remarks entered by the Assessing Official Representative(s). Assessing Officials have “signature” authority and are allowed to forward evaluations to the contractor representative for review and comment. After receiving and reviewing contractor comments, the Assessing Official has the authority to modify the evaluation.

ACASS - Assessing Official

Contract #: ? Order #:

- Register a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- User Feedback
- Logoff


Register a Contract: This option allows an Assessing Official to input basic contract information into ACASS and/or CCASS. The contract must be registered within 30 days after contract award. To register a contract, the user must be logged on ACASS or CCASS as an Assessing Official and the Assessing Official Main Menu must be displayed. When an evaluation is to be completed at the contract level, enter the contract number in the **Contract #:** box and click the **Register a Contract** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #:** box **and** include the Order Number in the **Order #:** box and click the **Register a Contract** button. In either case, the Contract Registration data entry screen will display. Enter the DUNS number (DUNS +4, if applicable) applicable to the contract to be registered. If the DUNS is unknown, click the Company Name drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract registration process. The Register a Contract data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract registration process by entering basic contract information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry fields. Click each **green tab** and enter data in all of the required fields (*) to register and save the contract.

Click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button. To return to the Assessing Official Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

NOTE: A contract/order only has to be registered one time. Once a contract is registered in ACASS and/or CCASS, any of the contract registration fields can be later updated by entering the contract number in the **Contract #:** box and, if applicable, the order number in the **Order #:** box and clicking the **Register a Contract** button.

Initiate an Evaluation: This option allows the Assessing Official to initiate the evaluation process by entering proposed ratings and remarks. **It must be noted that if the Assessing Official initiates the evaluation, ACASS and CCASS will not allow the Assessing Official Representative to access the evaluation for data entry purposes.** To initiate an evaluation, the user must be logged in ACASS or CCASS as an Assessing Official and the Assessing Official Main Menu must be displayed. If the evaluation is to be completed at the contract level, enter the contract number in the **Contract #:** box and click the **Initiate an Evaluation** button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #:** box **and** include the Order Number in the **Order #:** box and click the **Initiate an Evaluation** button. In either case, the data entry screens display and are pre-filled with the basic contract information and any miscellaneous information entered during contract registration. **NOTE:** The contract must be registered before an evaluation can be initiated. The **green tabs** provide additional data entry fields. Click each **green tab** to complete the Initiate an Evaluation process.

The evaluation data entry screens identify required fields with a red asterisk (*). However, the Assessing Official is allowed to save and close a partially completed evaluation without addressing all the required fields. Clicking the **Save Data** button will save the partially completed evaluation. **NOTE: DUNS, Type of Evaluation, Contract/ Task Order Award Date, Negotiated Completion Date and Acquisition Manager** must be filled in to save and close a partially completed evaluation. When the Assessing Official is ready to continue working on the evaluation, simply Logon to ACASS or CCASS, click on the **To-Do List** (see below) and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated, but was saved and closed, will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicate online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red bar  located beneath any of the **green rating tabs** indicates at least one element has been rated for the specific performance area.

The Assessing Official will click on the **Return to the Assessing Official Representative** button whenever the Assessing Official determines the evaluation requires additional detail and/or clarification from the Assessing Official Representative. The Assessing Official Representative will revise the evaluation as requested. This exchange between the Assessing Official and the Assessing Official Representative may occur until the Assessing Official is satisfied with the level of detail and the quality of the evaluation. The Return to the Assessing Official Representative option is only when the evaluation is initiated by an Assessing Official Representative.

When the proposed ratings and remarks are ready for the Contractor Representative's review and comment, click the **Validate and Send to the Contractor** button. **NOTE:** All required fields must be completed at this time. If the Assessing Official would like to receive a copy of the Contractor Transmittal Letter, the adjacent check box should be checked. The Contractor Representative will be notified via e-mail that an evaluation is ready for review and comment. A message will appear stating that a notice has been sent to the Contractor Representative. Click the **OK** button. The evaluation will display in HTML format. Click the **View Evaluation as PDF** button to open and view the evaluation using Adobe Acrobat Reader. The Assessing Official is now locked out of the evaluation and may now only **view** the evaluation. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

NOTE: The evaluation will not be forwarded if a Contractor Representative (with email address) has not been given access to the contract/order by the Focal Point. In this case, after selecting **Validate and Send to the Contractor**, the Assessing Official will see a pop-up box stating that a Contractor Representative (with email address) has not been assigned and the Focal Point should be contacted to resolve the situation.

Delete an Incomplete Evaluation: This option allows the Assessing Official to delete an evaluation that has been initiated, but not yet sent to the Contractor Representative. To delete an incomplete evaluation, enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box at the Assessing Official's Main Menu. Click the **Delete an Incomplete Evaluation** button. The **Delete Record Confirmation** screen will display. Select the **Confirm Delete** button to delete the evaluation from the ACASS or CCASS database. Select the **Cancel Delete and Return to the Main Menu** button to cancel the deletion of the evaluation.

View/Print Evaluations: This option allows the Assessing Official to view (or print) an evaluation, but not modify or change any of the information on the form. To view (or print) an evaluation, enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box. Click the **View/Print Evaluations** button. If more than one evaluation exists for the contract number a list of evaluations will display. Click on the contract number of the evaluation to be viewed. The evaluation will display in HTML format. Click **View Evaluation as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Assessing Official Main Menu, click the **Close** button.

To-Do List: This option is a quick and easy method for the Assessing Official to see all evaluations that are awaiting his or her action. Click the **To-Do List** button from the Assessing Official Main Menu. A list of evaluations will display. The list includes evaluations that have been started and saved by the Assessing Official; those that have been forwarded by the Assessing Official Representative; evaluations returned by the Contractor Representative; and finally, evaluations that have not been returned by the Contractor Representative within the 30-day comment period. Click on the appropriate contract number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action.

When the proposed ratings and remarks are ready for the Contractor Representative's review and comment, click the **Validate and Send to the Contractor** button. **NOTE:** All required fields must be completed at this time. If the Assessing Official would like to receive a copy of the Contractor Transmittal Letter, the adjacent check box should be checked. The Contractor Representative will be notified via e-mail that an evaluation is ready for review and comment. A message will appear stating that a notice has been sent to the Contractor Representative. Click the **OK** button. The evaluation will display in HTML format. Click the **View Evaluation as PDF** button to open and view the evaluation using Adobe Acrobat Reader. The Assessing Official is now locked out of the evaluation and may now only **view** the evaluation. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

NOTE: The evaluation will not be forwarded if a Contractor Representative (with email address) has not been given access to the contract/order by the Focal Point. In this case, after selecting **Validate and Send to the Contractor**, the Assessing Official will see a pop-up box stating that a Contractor Representative (with email address) has not been assigned and the Focal Point should be contacted to resolve the situation.

The Assessing Official will use the To-Do List to review contractor comments (Action Required is "Finalize Ratings"). The Assessing Official has the option to **Accept the Ratings and Send to the Reviewing Official** or **Modify the Ratings**. If Modify the Ratings is selected, both the original evaluation (including contractor comments) and the modified evaluation are stored together in ACASS and/or CCASS. Whenever a modified evaluation is viewed, users have the option to view/print the original evaluation. If Modify the Ratings is selected, the evaluation is modified and then forwarded to the Reviewing Official for comment, signature and completion. The contractor will receive an automated email whenever an evaluation is completed by the Reviewing Official and can subsequently retrieve the completed evaluation from ACASS or CCASS.

The Assessing Official will use the To-Do List to retrieve evaluations that are not returned by the Contractor Representative within the allotted 30-day comment period (Action Required is "Contractor Overdue, Finalize Ratings"). However, it is recommended that the Assessing Official contact the Contractor Representative to determine if extenuating circumstances prevented the Contractor from commenting within the allotted time. The Assessing Official will evaluate whether the 30-day comment period should be extended or if the evaluation will be completed without contractor comment. Evaluations completed without contractor comment are annotated in the Remarks with the following system-generated statement: "The report was delivered/received by the contractor on XX/XX/200X. The contractor neither signed nor offered comment in response to this evaluation." The Assessing Official has the option to **Accept the Ratings and Send to the Reviewing Official** or **Modify the Ratings**. Modify the Ratings is explained in the preceding paragraph.

When the **Accept the Ratings and Send to the Reviewing Official** button is selected, the Reviewing Official will be notified via e-mail that an evaluation is ready for review and comment. A message indicating that a notice was sent to the Reviewing Official appears. Click the **OK** button. After accepting the ratings and clicking **OK** button, an evaluation Process Feedback screen appears. Select a rating (scale of 1 to 10) from the drop-down box to rate the

effectiveness of the evaluation process in improving communication between the activity and the contractor evaluated. Click **Save Feedback and Return to the Main Menu** to return to the Assessing Official Main Menu.

Evaluation Status Report: This option allows the Assessing Official to monitor the status of evaluations that have been started or completed for each contract that he or she has been authorized access to. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Assessing Official with read-only access to each evaluation. **(See Evaluation Status Report Section for more specific information)**

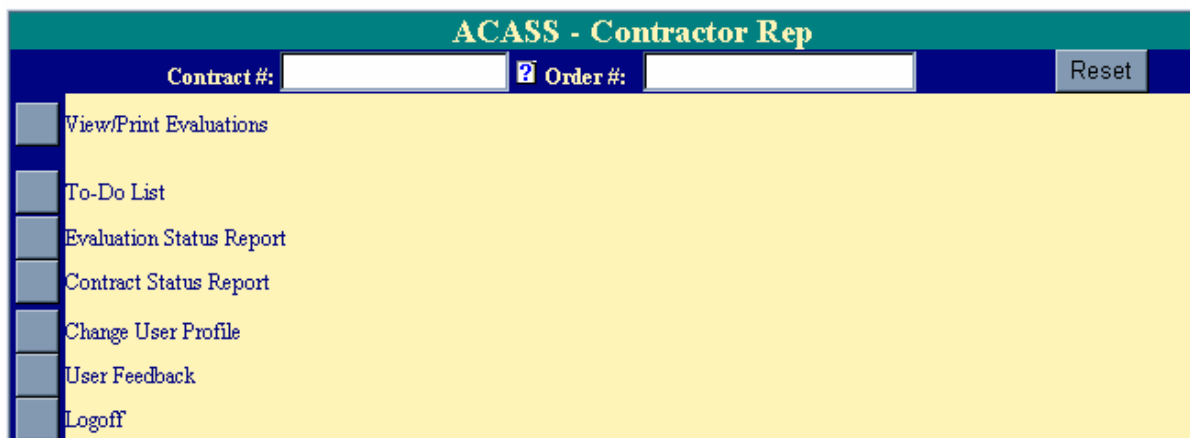
Contract Status Report: This option allows the Assessing Official to monitor the status of contracts that he or she has been authorized access to. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Change User Profile/Switch Access Level: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows users to select additional, optional email notifications and to change their ACASS and /or CCASS password. This option also allows users to switch access levels (roles) if the user has been granted more than one access level by the Focal Point. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

Defense Contractor Representative


The Defense Contractor Representative is responsible for reviewing and commenting on proposed ratings and remarks for all evaluations forwarded by the Government Assessing Official. An evaluation is required to be prepared by the government to document contractor performance for each contract/order that meets specified dollar values. The Defense Contractor Representative is allotted 30 days to review and comment on each evaluation forwarded to his or company.



View/Print Evaluations: This option allows the Defense Contractor Representative to view (or print) an evaluation that has been forwarded for comment or that has been previously completed in ACASS and/or CCASS. This option does not allow Defense Contractor Representatives to enter comments on the evaluation. See the **To-Do List** below to determine how to enter comments on an evaluation. To view (or print) an evaluation, enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box. Click the **View/Print Evaluations** button. If more than one evaluation exists for the contract number a list of evaluations will display. Click on the contract number of the evaluation to be viewed and/or printed. The evaluation will display in HTML format. Click **View Evaluation as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Defense Contractor Representative Main Menu, click the **Close** button.

To-Do List: This option is used by the Defense Contractor Representative to review and comment on evaluations that have been forwarded by the Assessing Official. The Defense Contractor Representative is allotted a 30-day review/comment period starting from the date the Assessing Official forwarded the evaluation. If the Defense Contractor Representative does not provide comments within the 30-day period, the Government may complete the evaluation without Defense Contractor Representative comments. Defense Contractor Representatives are encouraged to contact the Assessing Official to request an extension to the 30-day comment period whenever extenuating circumstances arise. The Defense Contractor Representative, within the first seven days of the comment period, may request a meeting with the Assessing Official to discuss the evaluation.

To input comments the Defense Contractor Representative must be logged on ACASS/CCASS as a Defense Contractor Representative and the Defense Contractor Representative Main Menu must be displayed.

Click on the **To-Do List** button. Then locate and click on the contract number of the evaluation that has been forwarded for review and comment. The evaluation will open in read-only format except for the fields located on the **Contractor Rep** tab. Fields on the Contractor Rep tab that are identified with a red asterisk (*) are mandatory and must be completed by the Defense Contractor Representative. Fields identified with a blue question mark (?) indicate online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red bar  located beneath any of the **Green Rating Tabs** indicates at least one element has been rated for the specific performance area.

Click on each of the **Green Tabs** to review the proposed ratings and remarks. After the evaluation has been reviewed, the Defense Contractor Representative clicks the **Green Contractor Rep Tab** and completes the

required information including Name, Title, Telephone Number, Concurrence, and Remarks. To save partially completed remarks and information, click the **Save Data** button. To return to the Defense Contractor Representative Main Menu, click **Return to the Main Menu**. **Return to the Main Menu** button does not save any of the information that has been entered.

When all required information located on the Contractor Rep Tab has been completed, click the **Validate and Send to the Assessing Official** button to save the information and to return the evaluation to the Assessing Official. A notice will be sent to the Assessing Official. Click the **OK** button and a **Process Feedback** screen appears. Select a rating from 1 to 10 from the drop-down box to rate the effectiveness of the evaluation process in improving communication between your company and the Government office that is evaluating performance. Click **Save Feedback and View the Evaluation or Save Feedback and Return to the Main Menu**.

Evaluation Status Report: This option allows the Defense Contractor Representative to monitor the status of evaluations that have been started or completed for each contract the Defense Contractor Representative has been given access to. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Defense Contractor Representative to gain read-only access for evaluations that are Rated or Completed. **(See Evaluation Status Report Section for more specific information)**

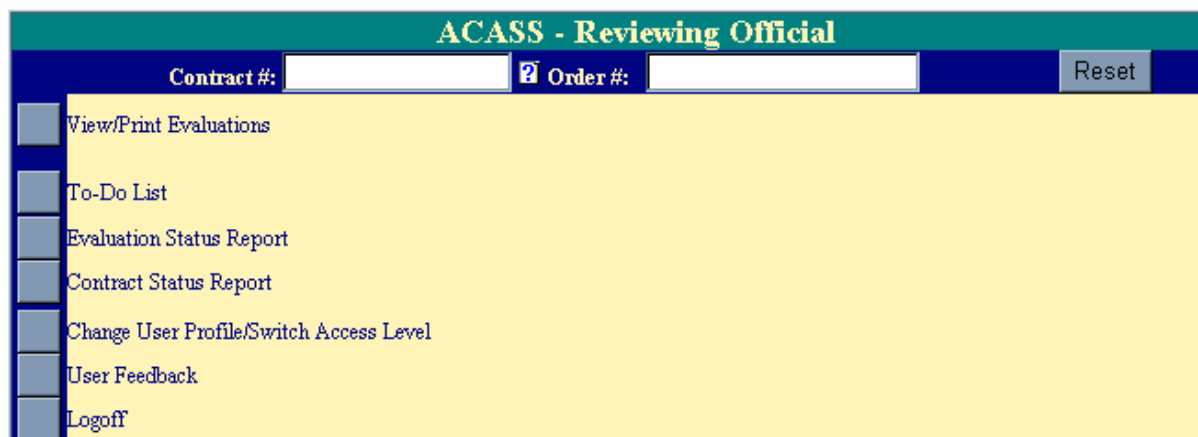
Contract Status Report: This option allows the Defense Contractor Representative to monitor the status of contracts that he or she has given access to. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Change User Profile: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows users to select additional, optional email notifications and to change their ACASS and/or CCASS password. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**


Reviewing Official

The Reviewing Official is responsible for ensuring that the evaluation is a fair and accurate assessment of the Defense Contractor's performance for the specific contract/order and performance period. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official's evaluation and the Contractor's remarks.



View/Print Evaluations: This option allows the Reviewing Official to view (or print) an evaluation, but not modify or change any of the information on the form. To view (or print) an evaluation, enter the contract number in the **Contract #:** box and the order number, if applicable, in the **Order #:** box. Click the **View/Print Evaluations** button. If more than one evaluation exists for the contract number a list of evaluations will display. Click on the contract number of the evaluation to be viewed. The evaluation will display in HTML format. Click **View Evaluation as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Reviewing Official Main Menu, click the **Close** button.

To-Do List: This option is used by the Reviewing Official to complete the evaluation process for all evaluations forwarded by the Assessing Official. To review and input comments on evaluations, the user must be logged on ACASS or CCASS as a Reviewing Official and the Reviewing Official Main Menu must be displayed.

Click on the **To-Do List** button. Then locate and click on the contract number of the evaluation that has been forwarded for review, comment, and completion. The evaluation will open in read-only format except for the fields located on the **Reviewer Tab**. Fields on the Reviewer Tab that are identified with a red asterisk (*) are mandatory and must be completed by the Reviewing Official. Fields identified with a blue question mark (?) indicate online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red bar  located beneath any of the **Green Rating Tabs** indicates at least one element has been rated for the specific performance area.

Click on each of the **Green Tabs** to review the entire evaluation. After the evaluation has been reviewed, the Reviewing Official clicks the **Green Reviewer Tab** and completes the required information including Name, Title, Organization, Telephone Number, and Remarks. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official's evaluation and the Contractor's remarks. To save partially completed remarks and information, click the **Save Data** button. To return to the Reviewing Official Main Menu, click **Return to the Main Menu**. **Return to the Main Menu** button does not save any of the information that has been entered.

When all required information located on the Reviewer Tab has been completed, click the **Validate and Close the Evaluation** button to save and close the evaluation. Click the **OK** button to confirm that the evaluation was closed. An automatic email notice is sent to the Defense Contractor Representative. Click the **Return to the Main Menu**

button to return to the Reviewing Official Main Menu. **NOTE:** That completed evaluations are copied to the Federal Past Performance Information Retrieval System (PPIRS) to support future source selections.

Evaluation Status Report: This option allows the Reviewing Official to monitor the status of evaluations that have been started or completed for each contract the Reviewing Official has been given access to. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Reviewing Official to gain read-only access for each evaluation. **(See Evaluation Status Report Section for more specific information)**

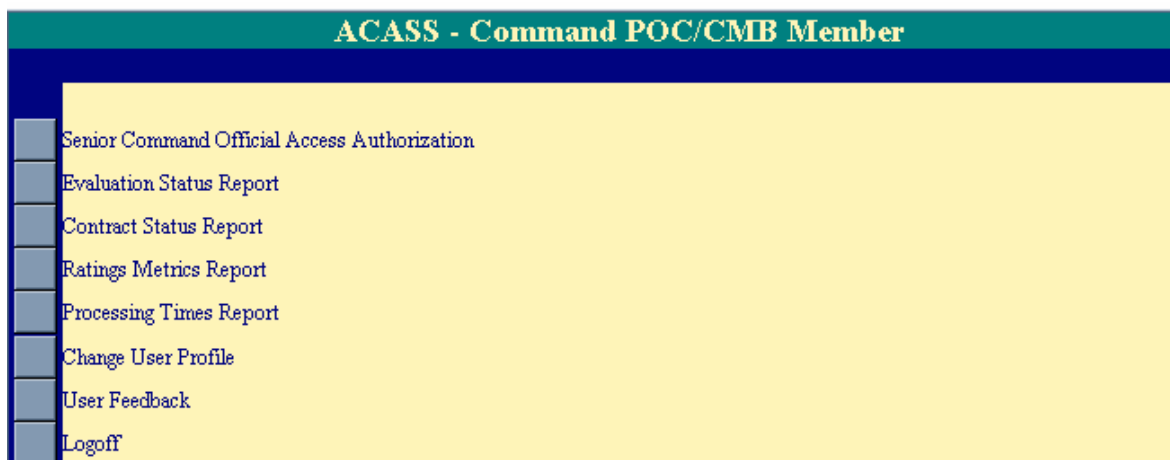
Contract Status Report: This option allows the Reviewing Official to monitor the status of contracts that he or she has been given access to. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Change User Profile/Switch Access Level: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows users to select additional, optional email notifications and to change their ACASS and /or CCASS password. This option also allows users to switch access levels (roles) if the user has been granted more than one access level by the Focal Point. **(See User Profile Section for more specific information)**

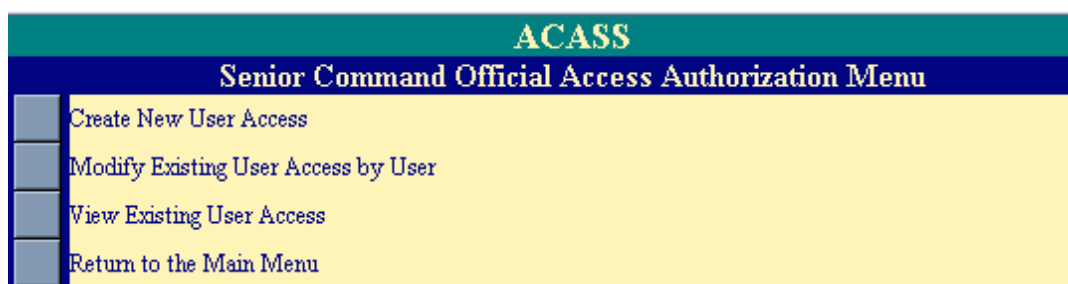
User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

Command POC/Configuration Management Board Member

This access level offers managers complete visibility of the ACASS and/or CCASS process across an entire service, agency or major command. In addition, this level is used to give access to Senior Command Officials who require oversight of the ACASS and/or CCASS process for specific commands (called APMs) within the service or agency. The Command POC is also able to view Status Reports, Ratings Metrics Reports, and Processing Times Reports. The Command POC access is granted only upon completion of a signed ACASS/CCASS Command POC Access Request Form.



Senior Command Official Access Authorization: This option is used by the Command POC to create and manage all Senior Command Official user accounts within the applicable service, agency, or major command. Each Senior Command Official will be given access to an "APM" or "APMs" within the service, agency, or major command. To provide access to ACASS and/or CCASS, the Command POC clicks on the **Senior Command Official Access Authorization** button. The Senior Command Official Access Authorization Menu will appear (below).



Create New User Access: To provide access to a new Senior Command Official, the Command POC clicks on [the Create New User Access](#) button located at the Senior Command Official Access Authorization Menu. The ACASS or CCASS Senior Command Officials Authorization Matrix displays.

ACASS - Senior Command Officials Authorization Matrix

Enter Senior Command Official User(s):

Senior Command Officials will be able to view Status Reports for evaluations within their APM(s).

1. Select an existing User below and click [Select] to give that user access to the selected APM.

(Select User)

2. Select an APM below and click [Add] to give the user access to the selected APM.

(Select APM)

or Enter a new User:

ex: Robert Smith (enter alpha characters only)

User Name:

APM(s):

| |
|--|
| <input type="button" value="Create User Access Matrix"/> |
| <input type="button" value="Clear All Data"/> |
| <input type="button" value="Return to the Access Authorization Menu"/> |
| <input type="button" value="Return to the Main Menu"/> |

To give APM access to an existing user: In Step 1, the Command POC selects an **existing** user name from the (Select User) drop-down box and then clicks on the first **Select** button located beneath **User Name:** Clicking the Select button will populate the first blank field with the existing user's name. In step 2, select an APM from the (Select APM) drop-down box and then click the **ADD** button located across from existing user name selected in Step 1 to give the user access to the APM. Steps 1 and 2 can be repeated up to four times for each matrix.

To give APM access to a new user: In step 1, the Command POC enters a **new** user name in the first field beneath **User Name:** The **Select** button is not required for new users. In Step 2, select an APM from the (Select APM) drop-down box. Click the **ADD** button located across from the new user name entered in Step 1 to give the user access to the APM. Steps 1 and 2 can be repeated up to four times for each matrix.

The **View** button allows the Command POC to view the existing user's name, organization, address, email address, and phone number. The Clear button will clear a user name from the **User Name** box. To delete an APM from the **APM(s)** box, highlight the APM and then click the **Delete** button. The **Clear All Data** button clears ALL names and APMs entered on the Senior Command Officials Authorization Matrix.

After entering the User Names and APM(s), the Command POC clicks on the **Create User Access Matrix** button. A Senior Command Official Authorization Matrix displays.

| Senior Command Official Authorization Matrix | | |
|---|-----------|----------|
| Please review the following Senior Command Official Matrix: | | |
| User Name | User Type | APM(s) |
| JAMES JONES | New | PEO(AC); |
| ALICE SLY | New | PEO(AC); |
| JOHN WALKER | New | PEO(AC); |
| | | |

| |
|---|
| <input type="button" value="Authorize Access to these Senior Command Officials"/> |
| <input type="button" value="Modify Access Matrix to Correct Mistakes"/> |
| <input type="button" value="Return to the Main Menu"/> |

The Command POC should review the matrix carefully for accuracy. To correct mistakes, click the **Modify Access Matrix to Correct Mistakes** button and ACASS or CCASS will revert to the Senior Command Officials Authorization Matrix (prior screen). Make the necessary corrections. If the information is correct, the Command POC clicks the **Authorize Access to these Senior Command Officials** button and a Senior Command Official Authorization Matrix displays providing User Name, User ID, Password, Status, User Type and APM(s). It is advisable to print the information and immediately notify new users of the system generated User ID and Password. Click the **Return to the Access Authorization Menu** to create or modify additional user accounts or click on the **Return to the Main Menu** button to return to the Command POC Main Menu.

| Senior Command Official Authorization Matrix | | | | | |
|--|---------|----------|------------|-----------|----------|
| Access has been authorized for the following Senior Command Official users to the associated APMs. Please print this page and inform the new users of their userid and password settings. These users will be required to change their passwords the first time they login to the application. | | | | | |
| User Name | User Id | Password | Status * | User Type | APM(s) |
| JAMES JONES | JJONE | 9TBtDEhr | Authorized | New | PEO(AC); |
| ALICE SLY | ASLY | TuN7XTk4 | Authorized | New | PEO(AC); |
| JOHN WALKER | JWALK | hWcLL5Ze | Authorized | New | PEO(AC); |
| | | | | | |

* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

| |
|--|
| <input type="button" value="Return to the Access Authorization Menu"/> |
| <input type="button" value="Return to the Main Menu"/> |

Modify Existing User Access by User: This option allows the Command POC to modify the access of his or her designated Senior Command Officials. The Modify Existing User Access by User allows the Command POC to add or delete APM(s) for a Senior Command Official or the Senior Command Official's user account can be deleted from ACASS or CCASS when access is no longer required. Click the **Modify Existing User Access by User** button and Access Authorization screen displays.

| ACASS - Access Authorization | | |
|---|---|----------------|
| Senior Command Officials Authorized by You: | | |
| | USER NAME | USER ID APM(s) |
| [Delete User] | [Modify User] ALICE SLY | ASLY PEO(AC) |
| [Delete User] | [Modify User] JAMES JONES | JJONE PEO(AC) |
| [Delete User] | [Modify User] JOHN WALKER | JWALK PEO(AC) |
| <div> <div></div> <div>Return to the Access Authorization Menu</div> </div> <div> <div></div> <div>Return to the Main Menu</div> </div> | | |

[\[User Name\]](#) – Allows the Command POC to view the user's profile information, including name, organization, address, email address, and phone number. Click the [\[User Name\]](#) to see the user profile information. Click the **Close** button to return to previous screen.

[\[Delete User\]](#) – This option is used to **Delete** a Senior Command Official from ACASS or CCASS. Click the [\[Delete User\]](#) button and the following screen displays:

Remove all access and delete the following user:

| USER NAME | USER ID | APM(s) |
|-----------|---------|---------|
| ALICE SLY | ASLY | PEO(AC) |

Delete User

Return to the Access Authorization Menu

Return to the Main Menu

Click the **Delete User** button and a pop-up message displays confirming that the Senior Command Official has been deleted from ACASS or CCASS. Click the **OK** button. The **Return to the Access Authorization Menu** button allows the Command POC to continue with additional access authorization work. The **Return to the Main Menu** button returns the user to the Command POC Main Menu.

[\[Modify User\]](#) – This option allows the Command POC to add or delete APM(s) for an existing Senior Command Official. Click the [\[Modify User\]](#) button and the **Senior Command Official Authorization Matrix** screen displays (see below). In Step 1, Select an APM from the **Select an APM** drop-down box and click the **ADD** button to give the Senior Command Official access to the selected APM. The selected APM will appear in the **New APM(s)** box. If an incorrect APM was added, highlight it in the **New APM(s)** box and click the **Remove** button. Reselect the correct APM from the **Select an APM** drop-down box and click the **Add** button. In Step 2, if the Senior Command Official has access to an APM that is no longer required, highlight the APM in the **Current APM** box and click the **Delete** button. The deleted APM will appear in the **Deleted APM(s)** box. If the wrong APM was selected for deletion, highlight it in the Delete APM(s) box and click the **Undelete** button. The APM will reappear in the **Current APM(s)** box.

ACASS - Senior Command Official Authorization Matrix

Modify Senior Command Official Access:

Senior Command Officials will be able to view Status Reports for evaluations within their APM(s).

User Name: JAMES JONES

1. To add user access to an APM, Select an APM below and click [Add].

Select an APM: New APM(s):

2. To remove current user access to an APM, Select an APM from the Current APMs and click [Delete].

Current APM(s): Deleted APM(s):

After all changes have been entered, click the **Modify User Access** button. The Senior Command Official Authorization Matrix displays.

| Senior Command Official Authorization Matrix | | | |
|---|-----------|------------------------|---------------|
| Please review the following Senior Command Official Matrix: | | | |
| User Name | User Type | APM(s) | Delete APM(s) |
| JAMES JONES | Existing | NAVORDCEN & DIVS/DETS; | PEO(AC); |
| | | | |
| | | | |
| | | | |

Review the authorization matrix to verify the information is correct. To correct mistakes, click the **Modify Access Matrix to Correct Mistakes** button ACASS and CCASS will revert to the prior screen where corrections can be made. If the information is correct click the **Authorize Access to these Senior Command Officials** button. A confirmation screen will display identifying the APM(s) the Senior Command Official has been authorized access to. The **Return to the Main Menu** button returns the user to the Command POC Main Menu.

View Existing User Access: This option produces a list of the Senior Command Officials who have been given access to ACASS and/or CCASS by the Command POC. Click the **View Existing User Access** button and the following screen displays:

ACASS - Access Authorization

Senior Command Officials Authorized by You:

(Click on a user name to view their profile information.)

| USER NAME | USER ID | LAST LOGON DATE | APM(s) |
|-----------------------------|---------|-----------------|-----------------------|
| ALICE SLY | ASLY | NEVER | PEO(AC) |
| JAMES JONES | JJONE | NEVER | NAVORDCEN & DIVS/DETS |
| JOHN WALKER | JWALK | NEVER | PEO(AC) |



The report displays the Senior Command Officials' name, User ID, Last Logon Date and APM(s).

[\[User Name\]](#) – Allows the Command POC to view the user's profile information, including name, organization, address, email address, and phone number. Click the [\[User Name\]](#) to see the user profile information. Click the **Close** button to return to previous screen.

Return to the Access Authorization Menu allows the Command POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Command POC Main Menu.

Evaluation Status Report: This option allows the Command POC to monitor the status of evaluations that have been started or completed for all contracts within the respective service or agency. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Command POC to gain read-only access to each evaluation. **(See Evaluation Status Report Section for more specific information)**

Contract Status Report: This option allows the Command POC to monitor the status of contracts within the respective service or agency. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Ratings Metrics Report: This option allows the Command POC to run a report that will identify the distribution of ratings for all completed evaluations within the service or agency. The report can be qualified by date, Focal Point, or major command (APM). **(See Ratings Metrics Report Section for more specific information)**

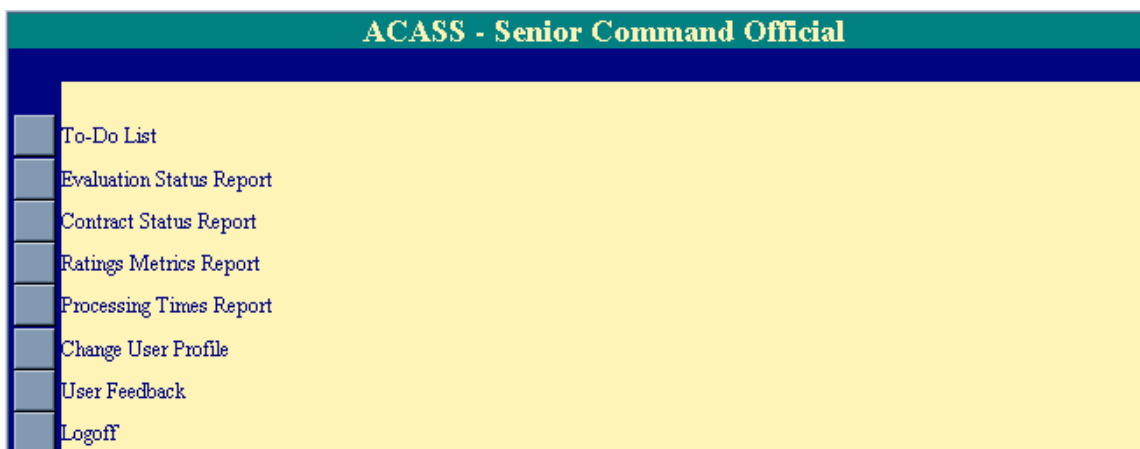
Processing Times Report: This option allows the Command POC to monitor the processing times for all evaluations within the service or agency. For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day goal. **(See Processing Times Report Section for more specific information)**

Change User Profile: This option must be used whenever a Command POC's name, address, email address, or phone number changes. This option also allows users to change their ACASS and /or CCASS password. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

Senior Command Official

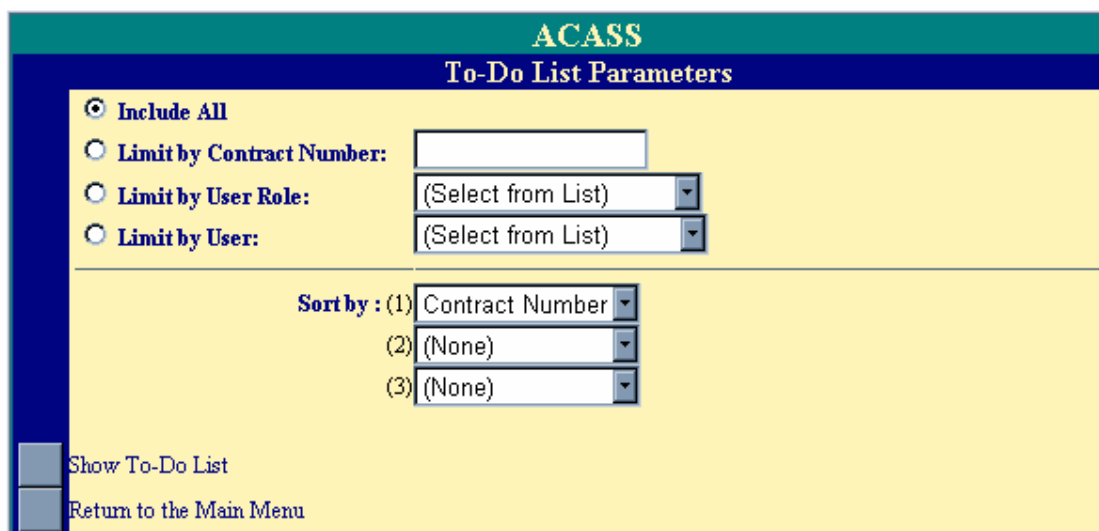
A Senior Command Official is a senior level employee (or designated representative) who is a proponent of the ACASS and/or CCASS applications and process. This access level is typically assigned to an employee of a major command such as a District Office of the US Army Corps of Engineers, or the Naval Facilities Systems Command within the Navy; or the HQ Air Force Space Command within the Air Force. This access level allows Senior Command Officials to quickly identify the status of contracts or evaluations within their respective major command (APM).



The screenshot shows the 'ACASS - Senior Command Official' main menu. It features a teal header bar with the title in yellow. Below the header is a dark blue navigation bar. The main content area is yellow and contains a list of menu items, each preceded by a small blue square icon:

- To-Do List
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Logoff

To-Do List: This option allows the Senior Command Official to quickly identify the actions within the command that need to be taken to complete in-process evaluations. Click the **To-Do List** button from the Senior Command Official Main Menu. A To-Do List Parameter screen displays. Select the desired parameters and sort option, if required, and click the **Show To-Do List** button. The **Return to the Main Menu** button returns the user to the Senior Command Official Main Menu.



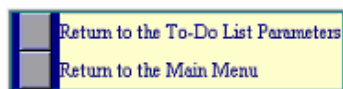
The screenshot shows the 'ACASS To-Do List Parameters' screen. It has a teal header bar with 'ACASS' in yellow and a dark blue sub-header bar with 'To-Do List Parameters' in white. The main content area is yellow and contains the following controls:

- ☒ **Include All**
- ☐ **Limit by Contract Number:** [Text input field]
- ☐ **Limit by User Role:** [Dropdown menu showing '(Select from List)']
- ☐ **Limit by User:** [Dropdown menu showing '(Select from List)']
- Sort by :** (1) [Dropdown menu showing 'Contract Number']
(2) [Dropdown menu showing '(None)']
(3) [Dropdown menu showing '(None)']
-
-

A list of evaluations for the Senior Command Official's command (APM) will display.

ACASS - To-Do List

| CONTRACT NUMBER | DUNS | EVALUATION DATE | CONTRACT COMPLETION DATE | ROLE | ACTION REQUIRED | ASSIGNED | USER |
|-----------------|---------------|-----------------|--------------------------|--------------------|--------------------------------------|------------|-------------------------------|
| N4511201D0001 | 999999999 | 07/10/2005 | 07/01/2005 | Assessing Official | Contractor Overdue, Finalize Ratings | 07/10/2005 | BETA TESTER 3 |
| N4511201D0001 | 999999999 | 07/10/2005 | 07/01/2005 | Contractor | Input Comments (Overdue) | 07/10/2005 | BETA TESTER 4 |
| N4511270S0011 | 9999999999999 | 06/27/2005 | 06/27/2005 | Reviewing Official | Input Comments, Close Evaluation | 06/27/2005 | BETA TESTER 6 |
| N4511270S0011 | 9999999999999 | 07/10/2005 | 06/22/2005 | Assessing Official | Contractor Overdue, Finalize Ratings | 07/10/2005 | BETA TESTER 3 |
| N4511270S0011 | 9999999999999 | 07/10/2005 | 06/22/2005 | Contractor | Input Comments (Overdue) | 07/10/2005 | BETA TESTER 4 |
| N4511270S0100 | 9999999999999 | 07/21/2005 | 07/01/2005 | Reviewing Official | Input Comments, Close Evaluation | 07/21/2005 | BETA TESTER 6 |



This report displays the Contract Number, DUNS, Evaluation Date, Contract Completion Date, User Role, Action Required, Date Assigned and the name of the person responsible for the action.

[\[User Name\]](#) – Allows the Senior Command Official to view the user's profile information, including name, organization, address, email address, and phone number. Click the [\[User Name\]](#) to see the user profile information. Click the **Close** button to return to previous screen.

The **Return to the To-Do List Parameters** button allows the Senior Command Official to change the To-Do List Parameters and run additional reports. The **Return to the Main Menu** button returns the user to the Senior Command Official Main Menu.

Evaluation Status Report: This option allows the Senior Command Official to monitor the status of evaluations that have been started or completed for all contracts within the respective command (APM). The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Senior Command Official to gain read-only access to each evaluation. **(See Evaluation Status Report Section for more specific information)**

Contract Status Report: This option allows the Senior Command Official to monitor the status of contracts within the respective command. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Ratings Metrics Report: This option allows the Senior Command Official to run a report that will identify the distribution of ratings for all completed evaluations within the service or agency. The report can be qualified by date or command (APM). **(See Ratings Metrics Report Section for more specific information)**

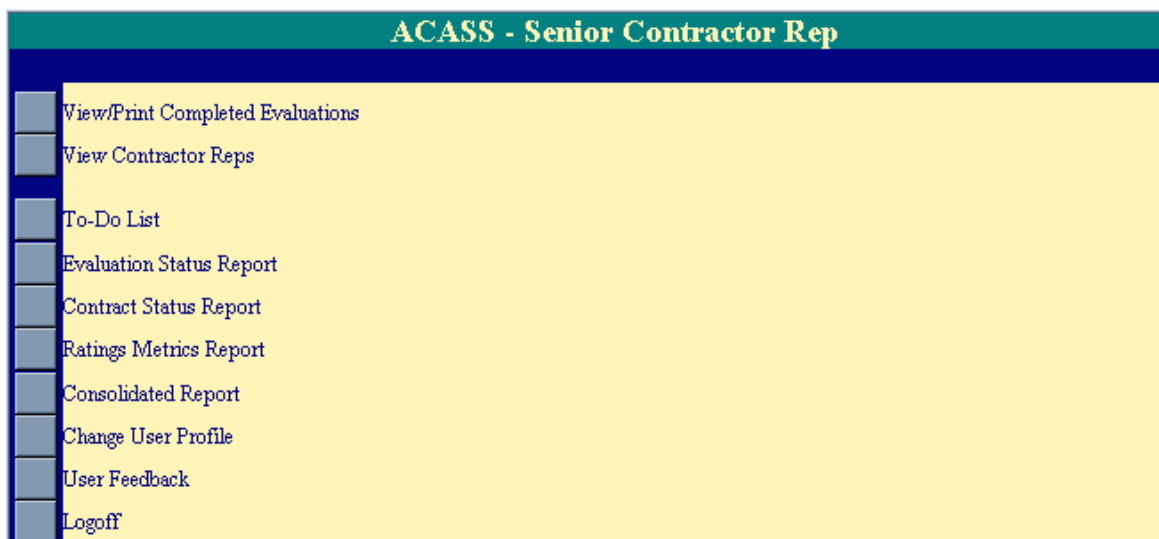
Processing Times Report: This option allows the Senior Command Official to monitor the processing times for all evaluations within the respective command. For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day goal. **(See Processing Times Report Section for more specific information)**

Change User Profile: This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows the Senior Command Official to elect to receive an optional email notification that would be sent whenever an evaluation is for "Due" to be initiated. The Change User Profile option also allows the Senior Command Official to change his or her ACASS or CCASS password. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

Senior Contractor Representative

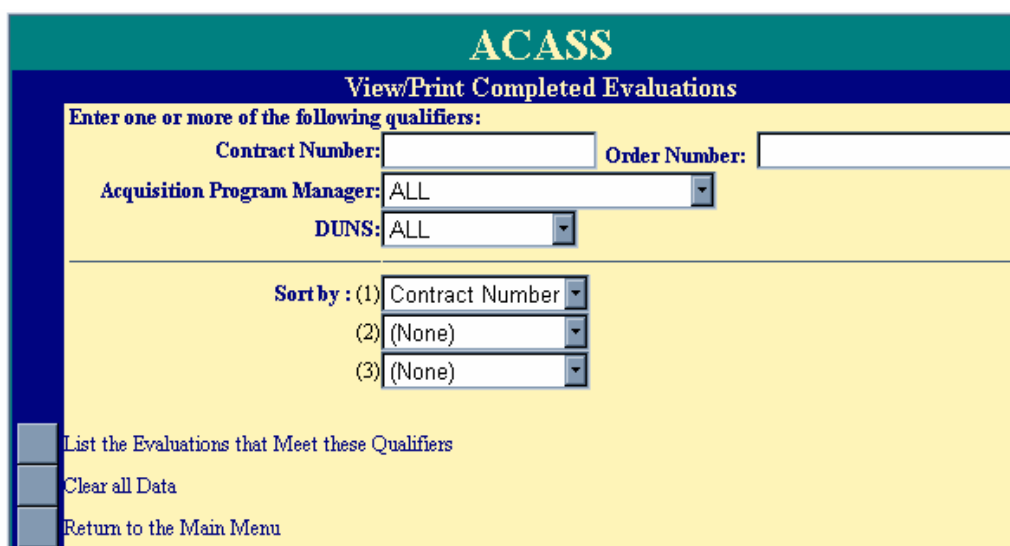
The Senior Contractor Representative access level allows a designated corporate official to view specific completed ACASS and CCASS evaluations. Additional features at this level allow the Senior Contractor Representative to quickly identify evaluations that have been sent to the company for comment. Senior Contractor Representative access is provided by the Naval Sea Logistics Center Detachment Portsmouth, New Hampshire, upon receipt of a completed Senior Contractor Representative User Access Request Form.



The screenshot shows the 'ACASS - Senior Contractor Rep' menu. It has a teal header with the title in yellow. Below the header is a dark blue bar. The main area is yellow and contains a list of menu items, each preceded by a small blue square icon:

- View/Print Completed Evaluations
- View Contractor Reps
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Consolidated Report
- Change User Profile
- User Feedback
- Logoff

View/Print Completed Evaluations: This option allows the Senior Contractor Representative to view evaluations that have been completed by the Government for contracts awarded to the corporation or any of its divisions or subsidiaries. To view a completed evaluation, the user must be logged onto ACASS or CCASS as a Senior Contractor Representative and the Senior Contractor Representative Menu must be displayed. Click the **View/Print Completed Evaluations** button and the View/Print Completed Evaluations qualifier screen displays.



The screenshot shows the 'ACASS View/Print Completed Evaluations' qualifier screen. It has a teal header with 'ACASS' in yellow. Below the header is a dark blue bar with the title 'View/Print Completed Evaluations' in white. The main area is yellow and contains the following fields and buttons:

Enter one or more of the following qualifiers:

Contract Number: Order Number:

Acquisition Program Manager:

DUNS:


Sort by : (1)
(2)
(3)

The Senior Contractor Representative can search for completed evaluations by Contract Number/Order Number, Acquisition Program Manager (these are major commands), DUNS, and North American Industrial Classification System (NAICS) (CCASS only). Select the appropriate qualifiers and then click the **List the Evaluations that**


Meet these Qualifiers button. A list of completed evaluations will display. Click on the contract number of the evaluation to be viewed and a new window opens and displays the evaluation in HTML format. Click the **View Evaluation as PDF** button to view evaluation in Adobe Acrobat Reader. Once the evaluation is displayed, the user is able to scroll through the entire evaluation and/or print the evaluation on a local printer. The **Return to the Main Menu** button returns the user to the Senior Contractor Representative Main Menu.

| ACASS - View/Print Completed Evaluations | | | | | |
|--|--------------|---------------------|-----------------|-----------------|--------------------------|
| (Select a Contract Number below to view/print the Evaluation record) | | | | | |
| CONTRACT NUMBER | DUNS | PHASE OF COMPLETION | EVALUATION TYPE | EVALUATION DATE | CONTRACT COMPLETION DATE |
| N4511270S0003 | 999999999999 | Construction | Final | 06/07/2005 | 07/31/2005 |
| N4511270S0003 | 999999999999 | Design | Final | 06/16/2005 | 06/16/2005 |
| N4511270S0010 | 999999999999 | Design | Final | 06/16/2005 | 06/16/2005 |
| N4511270S0011 | 999999999999 | Construction | Interim | 06/27/2005 | 06/21/2005 |
| N4511270S0011 | 999999999999 | Design | Final | 06/27/2005 | 06/01/2005 |
| N4511270S0012 | 999999999999 | Design | Final | 06/15/2005 | 06/30/2005 |
| N4511270S0100 | 999999999999 | Design | Final | 06/01/2005 | 06/23/2004 |

Count: 7


[Return to the View/Print Evaluations Qualifier Menu](#)
[Return to the Main Menu](#)

View Contractor Reps: This option allows the Senior Contractor Representative to quickly identify all Contractor Representatives (and view their contact information) within the corporation who have been authorized to enter comments on ACASS and/or CCASS evaluations. Click **View Contractor Reps** from the Senior Contractor Representative Main Menu and the View Contractor Reps screen displays. The Senior Contractor Representative can view Contractor Representatives by Contract Number, User Name, or DUNS. Select the desired option(s) and click View. A list of contractor reps with User Name, User ID and Last Logon Date displays. Click on the **User Name** to view the individual's profile information including name, address, email address, and phone number. The **Return to the Main Menu** button returns the user to the Senior Contractor Representative Main Menu.

| ACASS - View Contractor Reps | | | |
|---|----------------------------------|-----------------|----------------------------------|
| Contract: | <input type="text" value="ALL"/> | User: | <input type="text" value="ALL"/> |
| | | DUNS: | <input type="text" value="ALL"/> |
| <input type="button" value="View"/> | | | |
| Contractor Reps: | | | |
| USER NAME | USER ID | LAST LOGON DATE | |
| BETA TESTER 4 | CPAR4 | 08/09/2005 | |
|  Return to the Main Menu | | | |

To-Do List: This option allows the Senior Contractor Representative to identify all evaluations that have been forwarded to the corporation, its divisions or subsidiaries, for contractor review and comment. The evaluations identified on this list require contractor review and comment and should be returned to the government by the required due date or they may be closed by the government without contractor review and comment. Click the **To-Do List** button from the Senior Contractor Representative Main Menu. A To-Do List Parameters screen displays.

To view a list of all evaluations within the Senior Contractor Representative's area of responsibility, the Senior Contractor Representative selects **Include All**. Select **Limit by Contract Number** and enter a specific contract number to limit the search to one contract. The Senior Contractor Representative can limit the To-Do List to a specific Contractor Representative by selecting **Limit by User** and highlighting the appropriate name. Finally, the To-Do List can be limited to one of the corporation's assigned DUNS numbers by selecting **Limit by DUNS** and highlighting the DUNS from the drop-down box. Select the desired parameter(s) and the sort option and then click the **Show To-Do List** button. A list of evaluations will display.

| ACASS - To-Do List | | | | | | | |
|--------------------|--------------|-----------------|--------------------------|--------------------------|------------|------------|-------------------------------|
| CONTRACT NUMBER | DUNS | EVALUATION DATE | CONTRACT COMPLETION DATE | ACTION REQUIRED | ASSIGNED | DUE DATE | USER |
| N4511270S0011 | 999999999999 | 07/10/2005 | 06/22/2005 | Input Comments (Overdue) | 07/10/2005 | 08/09/2005 | BETA TESTER_4 |

This report displays Contract Number, DUNS, Evaluation Date, Contract Completion Date, Action Required, Date Assigned, Due Date and User Name.

[\[User Name\]](#) – Allows the Senior Contractor Representative to view the Contractor Representative's profile information, including name, organization, address, email address, and phone number. Click the [\[User Name\]](#) to see the user profile information. Click the **Close** button to return to previous screen.

Return to the To-Do List Parameters button allows the Senior Contractor Representative to create additional To-Do Lists. The **Return to the Main Menu** button returns the user to the Senior Contractor Representative Main Menu.

Evaluation Status Report: This option allows the Senior Contractor Representative to monitor the status of evaluations that have been started or completed for all contracts within the respective corporation. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations that allows the Senior Contractor Representative to gain read-only access to each evaluation. **(See Evaluation Status Report Section for more specific information)**

Contract Status Report: This option allows the Senior Contractor Representative to monitor the status of contracts within the respective command. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) **(See Contract Status Report Section for more specific information)**

Ratings Metrics Report: This option allows the Senior Contractor Representative to run a report that will identify the distribution of ratings for all completed evaluations within the corporation. The report can be qualified by date or DUNS. **(See Ratings Metrics Report Section for more specific information)**

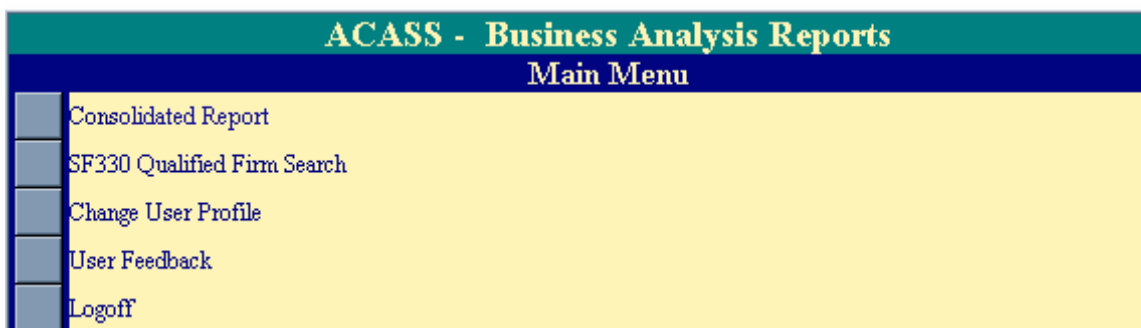
Consolidated Report: This option allows the Senior Contractor Representative to run a report that will identify all completed evaluations, DoD contract award information, and for ACASS, the firm's A-E qualifications from the SF 330 Part II). **(See Business Analysis Reports Section for more specific information)**

Change User Profile: This option must be used whenever a user's name, address, email address, or phone number changes. The Change User Profile option also allows the Senior Contractor Representative to change his or her ACASS or CCASS password. **(See User Profile Section for more specific information)**

User Feedback: This option allows users to communicate suggested ACASS and/or CCASS improvements, policy comments, and problems to system administrators and the Configuration Management Board. **(See User Feedback Section for more specific information)**

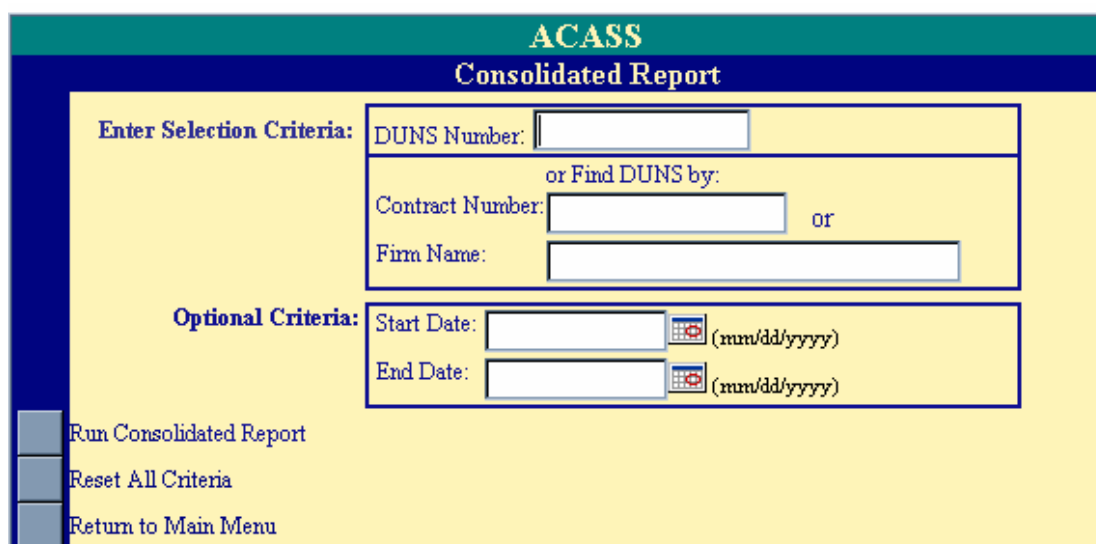
Business Analysis Reports

The Business Analysis Reports access level is available to Government personnel only. The **Consolidated Report** allows users to retrieve completed past performance evaluations, DoD contract award information, and Architect-Engineering (A-E) qualifications (ACASS only). The **SF330 Qualified Firm Search** is available in ACASS only and allows users to query for specific A-E qualifications in support of market research activities or whenever emergent work requirements arise. Business Analysis Reports access is granted only upon the completion of a signed Business Analysis Reports User Access Request Form available at <http://cpars.navy.mil>.



The screenshot shows the 'ACASS - Business Analysis Reports' Main Menu. It features a teal header with the title in yellow. Below the header is a dark blue bar with 'Main Menu' in white. The main content area is yellow and contains five blue buttons with white text: 'Consolidated Report', 'SF330 Qualified Firm Search', 'Change User Profile', 'User Feedback', and 'Logoff'.

Consolidated Report. The Consolidated Report is used to retrieve firms' completed performance evaluations, DoD contract award history, and the firm's Architect-Engineer Qualifications (SF330 Part II). To run the Consolidated Report, the user must be logged onto ACASS and/or CCASS at the Business Analysis Reports access level. Click on **Consolidated Report** from the Main Menu and the Consolidated Report search screen appears.



The screenshot shows the 'ACASS Consolidated Report' search screen. It has a teal header with 'ACASS' in yellow and 'Consolidated Report' in white. The main area is yellow. On the left, there's a dark blue vertical bar with three white buttons: 'Run Consolidated Report', 'Reset All Criteria', and 'Return to Main Menu'. The search criteria section is on the right, enclosed in a white box with a blue border. It includes 'Enter Selection Criteria:' with a 'DUNS Number:' field, and 'Optional Criteria:' with 'Start Date:' and 'End Date:' fields, each with a small calendar icon and a '(mm/dd/yyyy)' format hint. There are also fields for 'Contract Number:' and 'Firm Name:' with an 'or' separator between them.

If the user has a valid DUNS Number, enter it in the **DUNS Number:** box. This report can also be run to meet a specific date range (optional) by entering a **Start Date:** and an **End Date:** in the spaces provided. The small calendars adjacent to the date fields can be used to populate the Start and End dates. Use of the calendars will assure that dates are entered in the correct format (mm/dd/yyyy). **NOTE:** The Consolidated Report is also available at the Senior Contractor Representative access level. However, the Senior Contractor Representative can only run the Consolidated Report for DUNS numbers that are assigned to the corporation.

If the DUNS number is unknown, the user can search for the firm's DUNS by entering a partial or complete contract number, or a partial or complete firm name in the spaces beneath **Find DUNS by**. Click the **Run Consolidated Report** button. The next screen will provide a drop-down box listing all firms that met the **Find DUNS by**: search criteria.

Select the correct firm from the drop-down box and click the **Run Consolidated Report** button. If the correct firm is not listed in the drop-down box, click the **Return to the Criteria Screen** button to return to the Consolidated Report search screen. Click on the **Return to Main Menu** button to return to the Business Analysis Reports Main Menu. **NOTE:** If a date-range (optional) is entered when using the **Find DUNS by**: feature, the drop-down box will only contain the firms that have evaluations completed within the specified date range.

| Contract Number | Del Order # | Phase of Completion | Eval Type | Eval Date | Overall Rating | Recommended |
|-------------------------------|---------------|----------------------|-----------|------------|----------------|-------------|
| G802F5026C | DACA0356F1234 | ENGINEERING SERVICES | FINAL | 06/03/2005 | SATISFACTORY | CONDITIONAL |
| N4511289S0000 | - | DESIGN | FINAL | 08/04/2005 | VERY GOOD | YES |
| N4511289S0000 | - | ENGINEERING SERVICES | FINAL | 08/03/2004 | SATISFACTORY | YES |

The Consolidated Report, for the DUNS selected, allows users to view the Architect-Engineer Qualifications (ACASS only), DoD Contract Awards for the past three years, and all evaluations completed within the past six years. Click on the [View SF330](#) to open the firm's most recent Architect-Engineer Qualifications (SF330 Part II) using Adobe Acrobat Reader. Click the [View All Awards](#) to see a listing of all DoD contract awards within the past 3 years. Click on [View All Evaluations](#) to view all evaluations using Adobe Acrobat Reader. Individual evaluations can be viewed by clicking on the [Contract Number](#) of each evaluation. **NOTE:** If the user runs a Consolidated Report for a parent DUNS number, ACASS and CCASS will also display DoD Contract Awards and Evaluations for the firm's related or subsidiary DUNS numbers.

SF330 Qualified Firm Search. The SF330 Qualified Firm Search is available in ACASS only. Users can search all SF330 Part II information that has been transferred to ACASS from the Federal Online Representations and Certifications Application (ORCA). The SF330 Qualified Firm Search allows users to search by Experience and/or Discipline Codes, Firm Type, and Geographic Location. To run the SF330 Qualified Firm Search, the user must be logged onto ACASS at the Business Analysis Reports access level. Click on the **SF330 Qualified Firm Search** from the Main Menu and the SF330 Qualified Firm Search criteria screen displays. As a minimum, the user must select at least one Experience Code or one Discipline Code from the drop-down boxes **AND** at least one Geographic Location.

Always click through the **Green Tabs** to make sure criteria from a prior search has been cleared. If required, click on the **Reset All Criteria** button to start a new search. The blue question mark (?) indicates online help is available. Please click on the blue question mark (?) to obtain additional information. Click the **Reset** button to reset or clear criteria entered on the page (Tab). To remove a selected Experience or Discipline, highlight the entry by clicking on it and then click the **Delete** button.

Experience Tab. Click on the Experience Tab, if not already selected, and select an Experience from the Select Experience drop-down box and a Minimum Fee from the Minimum Fee drop-down box. Click the Match All or Match Any **Add** button to add the Experience and Minimum Fee to your search criteria. Select additional Experiences and Minimum Fees as needed. **NOTE:** Match **ALL** means that the search will retrieve only those firms that match **ALL** of the Experiences and Minimum Fees selected. Match **ANY** means that the search will retrieve those firms that match **ANY** (at least one) of the Experiences and Minimum Fees selected.

The screenshot shows the 'ACASS SF330 Qualified Firm Search' interface with the 'Discipline' tab selected. The interface has a yellow background and a dark blue header. At the top, it says 'Enter criteria from one or all of the following areas: ?' with tabs for Experience, Discipline, Firm Type, Geographic, and Data/Sort. The Discipline tab is active, showing a 'DISCIPLINE CRITERIA: ?' section with a 'Reset' button. Below this is a 'Select Discipline' dropdown menu and a 'Minimum Personnel: 0 (by Discipline)' input field. There are two sections for matching disciplines: 'Match All of these Disciplines:' and 'Match Any of these Disciplines:'. Each section has an 'Add' button and a 'Delete' button, followed by a vertical list box. At the bottom left, there are three buttons: 'Run Search', 'Reset All Criteria', and 'Return to the Main Menu'.

Discipline Tab. Click on the Discipline Tab and select a Discipline from the Select Discipline drop-down box and enter the corresponding Minimum Personnel in the space provided. Click the Match All or Match Any **Add** button to add the Discipline and Minimum Personnel to your search criteria. Select additional Disciplines and enter the corresponding Minimum Personnel as needed. **NOTE:** Match **ALL** means that the search will retrieve only those firms that match **ALL** of the Disciplines and Minimum Personnel selected. Match **ANY** means that the search will retrieve those firms that match **ANY** (at least one) of the Disciplines and Minimum Personnel selected.

The screenshot shows the 'ACASS SF330 Qualified Firm Search' interface with the 'Firm Type' tab selected. The interface has a yellow background and a dark blue header. At the top, it says 'Enter criteria from one or all of the following areas: ?' with tabs for Experience, Discipline, Firm Type, Geographic, and Data/Sort. The Firm Type tab is active, showing a 'FIRM TYPE CRITERIA: ?' section with a 'Reset' button. Below this are four checkboxes: 'Small Business', 'Small Disadvantaged', 'Woman Owned', and 'Veteran Owned'. At the bottom left, there are three buttons: 'Run Search', 'Reset All Criteria', and 'Return to the Main Menu'.

Firm Type Tab. Click on the Firm Type Tab and click on the box adjacent to the Firm Type(s) that apply. More than one selection is allowed. If a user selects Small Business **AND** Small Disadvantaged, only those firms that are classified as Small Business **AND** Small Disadvantaged will be retrieved. If a user wants to search for firms that are classified as Small Business **OR** Small Disadvantaged, the Qualified Firm Search will have to be run twice. Leave all boxes unchecked to include **ALL** Firm Types (Large and Small) in your search. Checking all 4 boxes will yield only those firms classified as Small Business, Small Disadvantaged, Women Owned, and Veteran Owned.

ACASS

SF330 Qualified Firm Search

Enter criteria from one or all of the following areas: ?

| Experience | Discipline | Firm Type | Geographic | Data/Sort |
|------------|------------|-----------|------------|-----------|
|------------|------------|-----------|------------|-----------|

GEOGRAPHIC CRITERIA: ? Reset

Zip Codes:

Area Codes:

Select State:

Alaska
 Alabama
 Arkasas
 Arizona

(Ctrl-Click for Multiple Selections)

Select Country:

Afghanistan
 Algeria
 Argentina
 Australia

(Ctrl-Click for Multiple Selections)

Geographic Tab. Click on the Geographic Tab to select **at least one** Geographic Criteria. ACASS allows a maximum of 20, five-digit Zip Codes to be entered. A comma must separate each Zip Code and no spaces are allowed. In addition, a maximum of 35, three-digit Area Codes may be entered. A comma must separate each Area Code and no spaces are allowed. Any combination of Zip Code, Area Code, State and Country is allowed. Example: If the user enters a Zip Code of 03801 (Portsmouth, New Hampshire) and selects the state of Maine, the search will retrieve all firms meeting the Experience and/or Discipline criteria that are located in Portsmouth, New Hampshire **OR** located in the State of Maine.

ACASS

SF330 Qualified Firm Search

Enter criteria from one or all of the following areas: ?

| Experience | Discipline | Firm Type | Geographic | Data/Sort |
|------------|------------|-----------|------------|-----------|
|------------|------------|-----------|------------|-----------|

DATA CRITERIA: ? Reset

** Please note: SF330s more than one year old may reflect outdated information.


☐ All SF330s on file (not more than 3 years old)
☒ Current SF330s (not more than 1 year old)

SORT CRITERIA: ? Reset

☒ DUNS
☐ Firm Name
☐ Country, State, Firm Name
☐ Country, State, City, Firm Name

Data/Sort Tab. The Data/Sort Tab allows the user to specify additional data and sort options for the Qualified Firm Search. The user selects the appropriate Data Criteria: All SF330s on file or Current SF330s. The user also selects the Sort Criteria (DUNS; Firm Name; Country, State and Firm Name; or Country, State, City, and Firm Name).

Click the **Run Search** button to produce a report that meets the specified criteria. The **Reset All Criteria** button resets and clears all search criteria entered on all Tabs. The **Return to the Main Menu** button returns the user to the Business Analysis Reports Main Menu. See next page for sample Qualified Firm Search Report.

| ACASS - SF330 Qualified Firm Search Report - 09/27/2005 | | | | | | | |
|---|-------------------------|---|--|-----------|---|---|--|
| Criteria includes: Match ALL Disciplines: 8 - CADD Technician - Min Personnel: 0 7 - Biologist - Min Personnel: 0 10 - Chemical Engineer - Min Personnel: 0 11 - Chemist - Min Personnel: 0 Zip Codes: 94506 Data Criteria includes: Current SF330s (not more than 1 year old) Sort by: DUNS <hr/> Total firms Matching Criteria: 01 | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">List of Qualified Firms</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> ACME INC - WESTERN DIVISION 45 QUAKER RD NEWPORT, CA 94506 USA (610)701-3138 </td> </tr> </tbody> </table> | List of Qualified Firms | ACME INC - WESTERN DIVISION 45 QUAKER RD NEWPORT, CA 94506 USA (610)701-3138 | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">Firm Type</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">-</td> </tr> </tbody> </table> | Firm Type | - | <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 5px;"> DUNS No.: 999999999 View SF330/JUL 05 View Awards = 214 View Evals = 11 </td> </tr> </tbody> </table> | DUNS No.: 999999999 View SF330/JUL 05 View Awards = 214 View Evals = 11 |
| List of Qualified Firms | | | | | | | |
| ACME INC - WESTERN DIVISION 45 QUAKER RD NEWPORT, CA 94506 USA (610)701-3138 | | | | | | | |
| Firm Type | | | | | | | |
| - | | | | | | | |
| DUNS No.: 999999999 View SF330/JUL 05 View Awards = 214 View Evals = 11 | | | | | | | |
| <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #000; padding: 5px; background-color: #e0e0e0; width: 100px; text-align: center;">  Run Another SF330 Qualified Firm Search Report </div> <div style="border: 1px solid #000; padding: 5px; background-color: #ffff00; width: 100px; text-align: center;"> Return to the Main Menu </div> </div> | | | | | | | |

Qualified Firm Search Report. The header of the Qualified Firm Search Report contains the search criteria that the user specified. Always review the “**Criteria Includes**” to verify that the correct criteria was entered. The “**Total Firms Matching Criteria**” is also provided.

The Qualified Firms Search Report lists all the firms (in this case one) that met the criteria specified by the user. Click on View [SF330/JUL 05](#) to view the SF330 Part II using the Adobe Acrobat Reader. Click on the [Awards = 214](#) to view the firm’s DoD Contract Award History for the past three years. Click on [Evals = 11](#) to view evaluations that have been completed on the firm within the past six years. **NOTE:** Clicking on [Evals = 11](#) results in viewing completed evaluations by running the Consolidated Report for the firm.

Click the **Run Another SF330 Qualified Firm Search Report** button to run additional reports. **NOTE:** If this option is selected, all previous search criteria are retained for each Tab. Modify the existing criteria or click the **Reset All Criteria** button to clear all fields.

ACASS/CCASS REPORTS

The ACASS and CCASS applications provide a variety of reports (Evaluation Status Report, Contract Status Report, Ratings Metrics Report, Processing Times Report) depending on a user's access level. These reports are used to help users monitor the status of the ACASS and CCASS processes. You will note some of the report parameters or options vary slightly depending on the user's access level, but the reports function the same and as described in the following sections.

EVALUATION STATUS REPORT

The **Assessing Official Representative, Assessing Official, Defense Contractor Representative and the Reviewing Official Evaluation Status Report** screens are displayed in the following examples. As previously mentioned, slight variations of this report occur at different access levels and are described as applicable.

The Evaluation Status Report allows users to monitor the status of evaluations within their purview. The Evaluation Status Report will display information as counts (e.g. number of evaluations complete) or a list of evaluations is available that provides the user with read-only access to each evaluation. To run an Evaluation Status Report, click the **Evaluation Status Report** button from the user's Main Menu. An Evaluation Status Report Parameters menu will display.

| ACASS - Evaluation Status Parameters | |
|---|--|
| Data Options | Report Options |
| <input checked="" type="radio"/> Include All | <input checked="" type="radio"/> Counts |
| <input type="radio"/> Limit Data (options display when selected) | Group By: <input checked="" type="radio"/> All <input type="radio"/> Contract Activity |
| | <input type="radio"/> List of Evaluations (options display when selected) |
| <input type="button" value="Run Report"/> <input type="button" value="Return to the Main Menu"/> | |

If the user leaves the default values as **Include All** (beneath Data Options) and **Counts** (beneath Report Options) and then clicks on the **Run Report** button, the report identifies the status of **all** the user's evaluations by counting the number of each evaluation at each step of the automated workflow process (shown below). Percentages are also provided.

Evaluation Status Report - 08/10/2005

DATA: GROUPED BY: All

| All | Registered | Initiated | Drafted | Rated | Reviewed | Finalized | Completed | Totals |
|----------------|------------|------------|------------|-----------|-----------|------------|------------|----------|
| Counts | 0 | 2 | 3 | 0 | 0 | 2 | 1 | 8 |
| | 0% | 25% | 38% | 0% | 0% | 25% | 13% | |
| TOTALS: | 0 | 2 | 3 | 0 | 0 | 2 | 1 | 8 |
| | 0% | 25% | 38% | 0% | 0% | 25% | 13% | |

* STATUS

Registered:The Contract is registered, No Evaluations have been initiated.

Initiated:Evaluation initiated; waiting for Assessing Official Rep to send to Assessing Official.

Drafted:Evaluation initiated; waiting for Assessing Official signature.

Rated:Signed by Assessing Official, waiting for Contractor comments.

Reviewed:Signed by Contractor; waiting for Assessing Official to finalize.

Finalized:Ratings finalized; waiting for Reviewing Official comments.

Completed:The Evaluation has been completed.

| |
|---|
| <input type="button" value="Run Another Evaluation Status Report"/> |
| <input type="button" value="Return to the Main Menu"/> |

Counts can be grouped by **All** or **Contract Activity**. **NOTE: Focal Point** Group By options include All, Contract Activity and APM; **Command POC** Group By options include All, Contract Activity, APM and Focal Point; **Senior Command Official** Group By options include All, Contract Activity and Focal Point; **Senior Contractor Representative** Group By options include All, Contract Activity, APM and DUNS. **All** is the default value. The Evaluation Status Report may be further qualified by selecting **Limit Data** under **Data Options**. Limit data allows the user to focus in on or limit the report to specific evaluations. For example, the user might be interested in how many contracts he or she has registered. To limit the report to registered contracts, the user would check the box adjacent to **Registered** and click the **Run Report** button. **Include All** takes all the user's evaluations into account.

| ACASS - Evaluation Status Parameters | |
|---|---|
| Data Options | Report Options |
| <input type="radio"/> Include All | <input checked="" type="radio"/> Counts |
| <input checked="" type="radio"/> Limit Data | Group By: <input checked="" type="radio"/> All <input type="radio"/> Contract Activity |
| Status: <input type="checkbox"/> Registered <input type="checkbox"/> Initiated <input type="checkbox"/> Drafted <input type="checkbox"/> Rated <input type="checkbox"/> Reviewed <input type="checkbox"/> Finalized <input type="checkbox"/> Completed Phase of Completion: <input type="checkbox"/> Interim <input type="checkbox"/> Final | <input type="radio"/> List of Evaluations (options display when selected) |
| Contract Activity DODAAC: <input type="text"/> | |
| Contract Number: <input type="text"/> | |
| <input type="button" value="Run Report"/> | |
| <input type="button" value="Return to the Main Menu"/> | |

Select additional **Limit Data** parameters by clicking the box(es) next to the desired parameter. A check will now display in the box(es). If a report by **Contract Activity DODAAC** is desired, enter the specific contract DODAAC in the box provided. The report can also be run for a specific contract number by entering the contract number in the **Contract Number** box. **NOTE:** The **Focal Point** access level may limit their reports by Contract Activity DODAAC, Contract Number and APM; **Command POC** access level may limit their reports by Contract Activity DODAAC, Contract Number, APM and Focal Point; **Senior Command Official** access level may limit their reports by Contract Activity DODAAC, Contract Number and APM; **Senior Contractor Representative** access level may limit their reports by Contract Activity DODAAC, Contract Number and DUNS. Click **Run Report** button to produce the desired output.

To run an Evaluation Status Report that results in a list of evaluations, click the **Evaluation Status Report** button from the user's Main Menu. The Evaluation Status Parameters menu will display.

| ACASS - Evaluation Status Parameters | |
|---|--|
| Data Options | Report Options |
| <input checked="" type="radio"/> Include All | <input checked="" type="radio"/> Counts |
| <input type="radio"/> Limit Data (options display when selected) | Group By: <input checked="" type="radio"/> All <input type="radio"/> Contract Activity |
| | <input type="radio"/> List of Evaluations (options display when selected) |
| <div>Run Report</div> <div>Return to the Main Menu</div> | |

Click on the **List of Evaluations** radio button under **Report Options**. A list of **Data Columns to Include** displays.

| ACASS - Evaluation Status Parameters | | | | | | | | | | | | | | | |
|--|---|--|---------------------------------|--|------------------------------|--------------------------------------|------------------------------------|--------------------------------------|---------------------------------------|-------------------------------|---|-----------------------------------|--|--|--|
| Data Options | Report Options | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Include All <input type="radio"/> Limit Data (options display when selected) | <input type="radio"/> Counts (options display when selected) <input checked="" type="radio"/> List of Evaluations Data Columns to Include: <table border="0"> <tr> <td><input type="checkbox"/> Phase of Completion</td> <td><input type="checkbox"/> Status</td> </tr> <tr> <td><input type="checkbox"/> Contractor Due Date</td> <td><input type="checkbox"/> APM</td> </tr> <tr> <td><input type="checkbox"/> Initial Fee</td> <td><input type="checkbox"/> Total Fee</td> </tr> <tr> <td><input type="checkbox"/> Focal Point</td> <td><input type="checkbox"/> Company Name</td> </tr> <tr> <td><input type="checkbox"/> DUNS</td> <td><input type="checkbox"/> Eval Closed Date</td> </tr> <tr> <td><input type="checkbox"/> Due Date</td> <td><input type="checkbox"/> Modified Date</td> </tr> <tr> <td><input type="checkbox"/> Assessor Office</td> <td><input type="checkbox"/> Completion Type</td> </tr> </table> | <input type="checkbox"/> Phase of Completion | <input type="checkbox"/> Status | <input type="checkbox"/> Contractor Due Date | <input type="checkbox"/> APM | <input type="checkbox"/> Initial Fee | <input type="checkbox"/> Total Fee | <input type="checkbox"/> Focal Point | <input type="checkbox"/> Company Name | <input type="checkbox"/> DUNS | <input type="checkbox"/> Eval Closed Date | <input type="checkbox"/> Due Date | <input type="checkbox"/> Modified Date | <input type="checkbox"/> Assessor Office | <input type="checkbox"/> Completion Type |
| <input type="checkbox"/> Phase of Completion | <input type="checkbox"/> Status | | | | | | | | | | | | | | |
| <input type="checkbox"/> Contractor Due Date | <input type="checkbox"/> APM | | | | | | | | | | | | | | |
| <input type="checkbox"/> Initial Fee | <input type="checkbox"/> Total Fee | | | | | | | | | | | | | | |
| <input type="checkbox"/> Focal Point | <input type="checkbox"/> Company Name | | | | | | | | | | | | | | |
| <input type="checkbox"/> DUNS | <input type="checkbox"/> Eval Closed Date | | | | | | | | | | | | | | |
| <input type="checkbox"/> Due Date | <input type="checkbox"/> Modified Date | | | | | | | | | | | | | | |
| <input type="checkbox"/> Assessor Office | <input type="checkbox"/> Completion Type | | | | | | | | | | | | | | |
| Sort By: (1) <input type="text" value="Contract Number"/> (2) <input type="text" value="(None)"/> (3) <input type="text" value="(None)"/> | | | | | | | | | | | | | | | |
| <input type="button" value="Run Report"/> <input type="button" value="Return to the Main Menu"/> | | | | | | | | | | | | | | | |

To include any of these column names, click the box adjacent to the column name. A check will display in the box adjacent to the column name(s) selected. The Evaluation Status Report may be sorted by up to three sort options. Select the desired option(s) from the **Sort By:** drop-down boxes. Column Names that are always included in the List of Evaluations are Notes, Viewed, Contract Number, Evaluation Date, User List, and Activity Log.

NOTE: Default column names for reports for **Command POC**, **Senior Command Official**, and **Senior Contractor Representative** access levels **do not** include Notes, User List, or Activity Log.

To include all of the user's evaluations, select **Include All** (if not already selected) beneath **Data Options**. **Include All** is the default value. The user may choose to limit or filter the evaluations that he or she wants to include on the report by selecting **Limit Data** under **Data Options**.

To limit or filter evaluations, select **Limit Data** and then select the box next to the desired parameter(s). A check will display in each of the boxes selected. If a report by **Contract Activity DODAAC** is desired, enter the specific contract DODAAC in the box provided. The report can also be run for a specific contract number by entering the contract number in the **Contract Number:** box. **NOTE:** **Focal Point** access level may limit their reports by Contract Activity DODAAC, Contract Number and APM; **Command POC** access level may limit their reports by Contract Activity DODAAC, Contract Number, APM and Focal Point; **Senior Command Official** access level may limit their reports by Contract Activity DODDAC, Contract Number and APM; **Senior Contractor Representative** access level may limit their reports by Contract Activity DODDAC, Contract Number and DUNS.

| ACASS - Evaluation Status Parameters | |
|---|--|
| Data Options | Report Options |
| <input type="radio"/> Include All <input checked="" type="radio"/> Limit Data <div> Status: <input type="checkbox"/> Registered <input type="checkbox"/> Initiated <input type="checkbox"/> Drafted <input checked="" type="checkbox"/> Rated <input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Finalized <input type="checkbox"/> Completed </div> <div> Phase of Completion: <input type="checkbox"/> Interim <input type="checkbox"/> Final </div> <div> Contract Activity DODAAC: <input type="text"/> Contract Number: <input type="text"/> </div> | <input type="radio"/> Counts (options display when selected) <input checked="" type="radio"/> List of Evaluations <div> Data Columns to Include: <div> <input type="checkbox"/> Phase of Completion <input type="checkbox"/> Contractor Due Date <input type="checkbox"/> Initial Fee <input checked="" type="checkbox"/> Focal Point <input type="checkbox"/> DUNS <input checked="" type="checkbox"/> Due Date <input type="checkbox"/> Assessor Office </div> <div> <input checked="" type="checkbox"/> Status <input type="checkbox"/> APM <input type="checkbox"/> Total Fee <input type="checkbox"/> Company Name <input type="checkbox"/> Eval Closed Date <input type="checkbox"/> Modified Date <input type="checkbox"/> Completion Type </div> </div> <div> Sort By: (1) <input type="text" value="Contract Number"/> (2) <input type="text" value="(None)"/> (3) <input type="text" value="(None)"/> </div> |
| <input type="button" value="Run Report"/> <input type="button" value="Return to the Main Menu"/> | |

Click the **Run Report** button to produce a list of evaluations. A list of evaluations based on the user's selected parameters displays. The Evaluation Status Report shown on the following page contains the Data Options and Report Options selected on the Evaluation Status Parameters screen displayed above.

Evaluation Status Report - 08/10/2005

DATA: STATUS: Rated; Reviewed; SORTED BY: Contract Number;

[\[Spreadsheet\]](#)

| | Viewed | Contract Number | Evaluation Date | Current Status | *Focal Point | Due Date | User List | Activity Log |
|-------------------------|--------|-------------------------------|-----------------|----------------|-------------------------------|------------|-------------------------|-----------------------|
| [Notes] | | N4511201D0001 | 07/10/2005 | Rated(OD) | BETA TESTER 7 | 10/29/2005 | [Users] | [Log] |
| [Notes] | | N4511270S0011 | 07/10/2005 | Rated(OD) | BETA TESTER 7 | 10/20/2005 | [Users] | [Log] |

Count: 2

X- indicates the record has been selected for viewing

*** STATUS**

Registered:The Contract is registered, No Evaluations have been initiated.

Initiated:Evaluation initiated; waiting for Assessing Official Rep to send to Assessing Official.

Drafted:Evaluation initiated; waiting for Assessing Official signature.

Rated:Signed by Assessing Official; waiting for Contractor comments.

Reviewed:Signed by Contractor; waiting for Assessing Official to finalize.

Finalized:Ratings finalized; waiting for Reviewing Official comments.

Completed:The Evaluation has been completed.

| | |
|--------------------------------------|-------------------------|
| Run Another Evaluation Status Report | Return to the Main Menu |
|--------------------------------------|-------------------------|

[\[Notes\]](#) – This option serves as “post-it notes” for each evaluation that has been started, but not completed. Click on the [\[Notes\]](#) to enter or view notes that have been entered by the Assessing Official Representative, Assessing Official, or Focal Point. (This feature is only available at these levels) Click on [\[Notes\]](#) and a Status Report Notes pop-up displays. Enter notes in the **New Note:** field. Click the **Save** button to save the new note. Click the **Close** button to return to the list of evaluations without saving new remarks.

ACASS - Status Report Notes

Contract: [N4511201D0001](#)

New Note:

Save
Close

| From | | Received |
|-------------------------------|------------------|------------------|
| BETA TESTER 7 | This is test one | 08/10/2005 08:59 |

[Contract Number](#) - Click on the specific [Contract Number](#) and the evaluation will display in HTML format. Click the **View Evaluation as PDF** button to view evaluation in Adobe Acrobat Reader. If the Assessing Official modified the evaluation, the window contains a **View Original Evaluation** button. Click the **View Original Evaluation** button to view the original evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the list of evaluations. A green x appears in the Viewed column adjacent to the contract number for the evaluation that was just viewed.

[Focal Point](#) – Click on the Focal Point’s name to view the Focal Point’s profile information, including Name, Organization, Address, Email Address and Phone Number(s). Click the **Close** button to return to the list of evaluations.

[Users](#) – Click on Users and a new window opens and presents the User List. The User List identifies all users who have been given access to the evaluation.

[\[Spreadsheet\]](#) – Click on the [\[Spreadsheet\]](#) in the upper right hand corner of the list of evaluations to create a Microsoft Excel version of the report.

[Log](#) – Click on Log and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the evaluation. For example, it identifies who has access to the evaluation and when they were given access. The Activity Log also identifies when the applicable contract was registered, when the evaluation was initiated as well as who took the action(s). A list of actions recorded in the Activity Log is provided below:

- Contract Data Entry Assigned (Name Listed)
- Assessing Official Representative Assigned (Name Listed)
- Assessing Official Assigned (Name Listed)
- Contractor Representative Assigned (Name Listed)
- Reviewing Official Assigned (Name Listed)
- Contract Registered
- Contract Registration Updated
- Evaluation Initiated by Assessing Official Representative
- Evaluation Updated by Assessing Official Representative
- Evaluation Initiated by Assessing Official Representative and Sent to Assessing Official
- Returned to the Assessing Official Representative
- Evaluation Drafted by Assessing Official
- Evaluation updated by Assessing Official
- Evaluation Rated by Assessing Official and Sent to the Contractor
- Evaluation Updated by Contractor
- Contractor Review Not Completed; Email Sent to Contractor/Assessing Official.
- Contractor Review Complete. Evaluation Sent to the Assessing Official.
- Contractor 30-Day Review Expired; Email Sent to Assessing Official.
- Evaluation Modified by Assessing Official
- Evaluation Finalized by Assessing Official and Sent to the Reviewing Official
- Evaluation Updated by Reviewing Official
- Evaluation Closed by Reviewing Official
- Evaluation Sent to Assessing Official
- Evaluation Overdue (120 days); Email Sent to Assessing Official and Focal Point
- Evaluation Entered by Focal Point
- Evaluation Updated by Focal Point
- Evaluation Closed by Focal Point

CONTRACT STATUS REPORTS

The **Assessing Official Representative, Assessing Official, Defense Contractor Representative and the Reviewing Official Contract Status Report** screens are displayed in the following examples. As previously mentioned, slight variations of this report occur at different access levels and are described as applicable.

The Contract Status Report is designed to track the status of contracts. This report will show whether a contract is current, due or overdue for a Final evaluation for all contracts under the user's purview. The Contract Status Report will display information as counts (e.g. number of contracts due for an evaluation) or as a list of contracts that identifies the status of each contract (e.g. current, due, overdue) (**See Contract Status Report Section for more specific information**)

To run a Contract Status Report, click the **Contract Status Report** button from the user's Main Menu. A Contract Status Report Parameters menu will display.

| ACASS - Contract Status Parameters | |
|---|--|
| Data Options | Report Options |
| <input checked="" type="radio"/> Include All | <input checked="" type="radio"/> Counts |
| <input type="radio"/> Limit Data (options display when selected) | Group By: <input checked="" type="radio"/> All <input type="radio"/> Contract Activity |
| | <input type="radio"/> List of Contracts (options display when selected) |
| <input type="button" value="Run Report"/> | |
| <input type="button" value="Return to the Main Menu"/> | |

If the user leaves the default values as **Include All** (beneath Data Options) and **Counts** (beneath Report Options) and then clicks on the **Run Report** button, the report identifies the status of **all** the user's contracts by counting the number of that are current, due, overdue, or have a Final evaluation. Percentages are also provided. (see below)

Contract Status Report - 08/10/2005

DATA: GROUPED BY: All

| All | Current Due | Overdue | Final | Totals |
|----------------|------------------------|--------------|--------------|-----------|
| Counts | 1 10 6% 63% | 3 19% | 2 13% | 16 |
| TOTALS: | 1 10 6% 63% | 3 19% | 2 13% | 16 |



* STATUS

Current:All required Evaluations for this contract have been completed or are not yet due.

Due:The latest Evaluation for this contract should be in progress at this time.



Overdue:The latest Evaluation for this contract has not been completed within the 120 day period.

Final:The Final Evaluation for this contract has been completed, no further Evaluations are due.

| | |
|---|------------------------------------|
|  | Run Another Contract Status Report |
|  | Return to the Main Menu |

To run a new Contract Status Report, click the **Run Another Contract Status Report** button. The **Return to the Main Menu** button returns the user to the Main Menu.

Counts may be grouped by **All** or **Contract Activity**. **NOTE:** **Focal Point** Group By options include All, Contract Activity, and APM; **Command POC** Group By options include All, Contract Activity, APM, and Focal Point; **Senior Command Official** Group By options include All, Contract Activity and Focal Point; **Senior Contractor Representative** Group By options include All, Contract Activity, APM, and DUNS. **All** is the default. **Limit Data** allows the user to focus in on or limit the report to specific contracts. For example, the user might be interested in how many contracts he or she has that are Due for an evaluation. To limit the report to contracts that are due for an evaluation, the user would check the box adjacent to **Due** and click the **Run Report** button. **Include All** takes all the user's contracts into account.

| ACASS - Contract Status Parameters | |
|--|---|
| Data Options | Report Options |
| <input type="radio"/> Include All | <input checked="" type="radio"/> Counts |
| <input checked="" type="radio"/> Limit Data | Group By: <input checked="" type="radio"/> All <input type="radio"/> Contract Activity |
| Status: <input type="checkbox"/> Current <input type="checkbox"/> Due <input type="checkbox"/> Overdue <input type="checkbox"/> Final | <input type="radio"/> List of Contracts (options display when selected) |
| Contract Activity DODAAC: <input type="text"/> | |
| Contract Number: <input type="text"/> | |
|  Run Report | |
|  Return to the Main Menu | |

To run a Contract Status Report and view a List of Contracts, click the **Contract Status Report** button from the user access Main Menu. An Evaluation Contract Status Parameters menu will display.

| ACASS - Contract Status Parameters | |
|---|---|
| Data Options | Report Options |
| <input checked="" type="radio"/> Include All | <input checked="" type="radio"/> Counts |
| <input type="radio"/> Limit Data (options display when selected) | Group By: <input checked="" type="radio"/> All <input type="radio"/> Contract Activity |
| | <input type="radio"/> List of Contracts (options display when selected) |

| ACASS - Contract Status Parameters | | | | | | | | | | | |
|---|---|-------------------------------------|--|---------------------------------------|-------------------------------|--------------------------------------|--|--------------------------------------|------------------------------|---|--|
| Data Options | Report Options | | | | | | | | | | |
| <input checked="" type="radio"/> Include All | <input type="radio"/> Counts (options display when selected) | | | | | | | | | | |
| <input type="radio"/> Limit Data (options display when selected) | <input checked="" type="radio"/> List of Contracts | | | | | | | | | | |
| | Data Columns to Include: <table> <tr> <td><input type="checkbox"/> Award Date</td> <td><input type="checkbox"/> Completion Date</td> </tr> <tr> <td><input type="checkbox"/> Company Name</td> <td><input type="checkbox"/> DUNS</td> </tr> <tr> <td><input type="checkbox"/> Award Value</td> <td><input type="checkbox"/> Current Value</td> </tr> <tr> <td><input type="checkbox"/> Focal Point</td> <td><input type="checkbox"/> APM</td> </tr> <tr> <td><input type="checkbox"/> Last Eval Date</td> <td></td> </tr> </table> | <input type="checkbox"/> Award Date | <input type="checkbox"/> Completion Date | <input type="checkbox"/> Company Name | <input type="checkbox"/> DUNS | <input type="checkbox"/> Award Value | <input type="checkbox"/> Current Value | <input type="checkbox"/> Focal Point | <input type="checkbox"/> APM | <input type="checkbox"/> Last Eval Date | |
| <input type="checkbox"/> Award Date | <input type="checkbox"/> Completion Date | | | | | | | | | | |
| <input type="checkbox"/> Company Name | <input type="checkbox"/> DUNS | | | | | | | | | | |
| <input type="checkbox"/> Award Value | <input type="checkbox"/> Current Value | | | | | | | | | | |
| <input type="checkbox"/> Focal Point | <input type="checkbox"/> APM | | | | | | | | | | |
| <input type="checkbox"/> Last Eval Date | | | | | | | | | | | |
| | Sort By: (1) <input type="text" value="Contract Number"/> (2) <input type="text" value="(None)"/> (3) <input type="text" value="(None)"/> | | | | | | | | | | |
| <input type="button" value="Run Report"/> | | | | | | | | | | | |
| <input type="button" value="Return to the Main Menu"/> | | | | | | | | | | | |

To include any of these column names, click the box adjacent to the column name. A check will display in the box adjacent to the column name(s) selected. The Contract Status Report may be sorted by up to three sort options. Select the desired option(s) from the **Sort By:** drop-down boxes. Column Names that are always included in the List of Contracts are Viewed, Contract Number, Status, and Due Date.

To include all of the user's contracts, select **Include All** (if not already selected) beneath **Data Options**. **Include All** is the default value. The user may choose to limit or filter the contracts that he or she wants to include on the report by selecting **Limit Data** under **Data Options**.

| ACASS - Contract Status Parameters | | | | | | | | | | | |
|--|--|-------------------------------------|--|---------------------------------------|-------------------------------|--------------------------------------|------------------------------------|---|------------------------------|---|--|
| Data Options | Report Options | | | | | | | | | | |
| <input type="radio"/> Include All | <input type="radio"/> Counts (options display when selected) | | | | | | | | | | |
| <input checked="" type="radio"/> Limit Data | <input checked="" type="radio"/> List of Contracts | | | | | | | | | | |
| Status: <input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Due <input type="checkbox"/> Overdue <input checked="" type="checkbox"/> Final | Data Columns to Include: <table> <tr> <td><input type="checkbox"/> Award Date</td> <td><input type="checkbox"/> Completion Date</td> </tr> <tr> <td><input type="checkbox"/> Company Name</td> <td><input type="checkbox"/> DUNS</td> </tr> <tr> <td><input type="checkbox"/> Initial Fee</td> <td><input type="checkbox"/> Total Fee</td> </tr> <tr> <td><input checked="" type="checkbox"/> Focal Point</td> <td><input type="checkbox"/> APM</td> </tr> <tr> <td><input type="checkbox"/> Last Eval Date</td> <td></td> </tr> </table> | <input type="checkbox"/> Award Date | <input type="checkbox"/> Completion Date | <input type="checkbox"/> Company Name | <input type="checkbox"/> DUNS | <input type="checkbox"/> Initial Fee | <input type="checkbox"/> Total Fee | <input checked="" type="checkbox"/> Focal Point | <input type="checkbox"/> APM | <input type="checkbox"/> Last Eval Date | |
| <input type="checkbox"/> Award Date | <input type="checkbox"/> Completion Date | | | | | | | | | | |
| <input type="checkbox"/> Company Name | <input type="checkbox"/> DUNS | | | | | | | | | | |
| <input type="checkbox"/> Initial Fee | <input type="checkbox"/> Total Fee | | | | | | | | | | |
| <input checked="" type="checkbox"/> Focal Point | <input type="checkbox"/> APM | | | | | | | | | | |
| <input type="checkbox"/> Last Eval Date | | | | | | | | | | | |
| Contract Activity DODAAC: <input type="text"/> Contract Number: <input type="text"/> | Sort By: (1) <input type="text" value="Contract Number"/> (2) <input type="text" value="(None)"/> (3) <input type="text" value="(None)"/> | | | | | | | | | | |
| <input type="button" value="Run Report"/> | | | | | | | | | | | |
| <input type="button" value="Return to the Main Menu"/> | | | | | | | | | | | |

To limit or filter contracts, select **Limit Data** and then select the box next to the desired parameter(s). A check will display in each of the boxes selected. If a report by **Contract Activity DODAAC** is desired, enter the specific contract DODAAC in the box provided. The report can also be run for a specific contract number by entering the contract number in the **Contract Number:** box. **NOTE:** **Focal Point** access level may limit their reports by Contract Activity DODAAC, Contract Number and APM; **Command POC** access level may limit their reports by Contract Activity DODAAC, Contract Number, APM and Focal Point; **Senior Command Official** access level may limit their reports by Contract Activity DODDAC, Contract Number and APM; **Senior Contractor Representative** access level may limit their reports by Contract Activity DODDAC, Contract Number and DUNS.

Click the **Run Report** button to view a List of Contracts. The List of Contracts example shown below is based upon the Contract Status Parameters selected and shown above.

| Contract Status Report - 08/10/2005 | | | |
|--|-------------------------------|---------|--|
| DATA: STATUS: Current; Due; Final; SORTED BY: Contract Number; | | | [Spreadsheet] |
| Viewed | Contract Number | Status | Due Date Focal Point |
| | N4511201D0001 | Due | 10/29/2005 BETA TESTER 7 |
| | N4511256C1111 | Due | 10/13/2005 BETA TESTER 7 |
| | N4511270S0003 | Final | - BETA TESTER 7 |
| | N4511270S0005 | Current | 10/22/2006 BETA TESTER 7 |
| | N4511270S0010 | Final | - BETA TESTER 7 |
| | N4511270S0011 | Due | 10/20/2005 BETA TESTER 7 |
| | N4511270S0012 | Due | 10/28/2005 BETA TESTER 7 |
| | N4511270S0013 | Due | 10/06/2005 BETA TESTER 7 |
| | N4511270S0100 | Due | 10/29/2005 BETA TESTER 7 |
| | N4511270S0101 | Due | 10/14/2005 BETA TESTER 7 |
| | N4511281T7777 | Due | 12/06/2005 BETA TESTER 7 |
| | N4511282T5636 | Due | 11/26/2005 BETA TESTER 7 |
| | N4511299S9999 | Due | 11/28/2005 BETA TESTER 7 |

Count: 13

 indicates the record has been selected for viewing

+ STATUS

Current:All required Evaluations for this contract have been completed or are not yet due.

Due:The latest Evaluation for this contract should be in progress at this time.

Overdue:The latest Evaluation for this contract has not been completed within the 120 day period.

Final:The Final Evaluation for this contract has been completed, no further Evaluations are due.

| | |
|---|------------------------------------|
|  | Run Another Contract Status Report |
|  | Return to the Main Menu |

Contract Number – Click on the **Contract Number** to view all evaluations for the contract number selected. After clicking on the Contract Number a pop-up window will open that lists all evaluations that have been started or completed for the contract. Click on the contract number for the evaluation to be viewed and it will display in HTML format. Click the **View Evaluation as PDF** button to view the evaluation in Adobe Acrobat Reader. If the evaluation has been modified, the pop-up screen contains a **View Original Evaluation** button. Click the **View Original Evaluation** button to view the original evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the contract status report. A **green x** will now display in the Viewed column adjacent to the contract number viewed.

Focal Point – Click on the Focal Point's name to view the Focal Point's profile information, including Name, Organization, Address, Email Address and Phone Number(s). Click the **Close** button to return to the list of evaluations.

To run another Contract Status Report, click the **Run Another Evaluation Contract Status Report** button and select new parameters from the Contract Status Parameters screen. The **Return to the Main Menu** button returns to the user's Main Menu.

RATINGS METRICS REPORT

The **Ratings Metrics Report** option is available to **Focal Points**, **Command POCs**, **Senior Command Officials**, and **Senior Contractor Representatives**. This report is provided to help users monitor the distribution of ratings for completed evaluations.

To run a Ratings Metrics Report, click the **Ratings Metrics Report** button from the user's Main Menu. A Ratings Metrics Parameters screen will display. The Ratings Metrics Report can be run to include all completed evaluations by selecting **Include All Dates** or can be limited to a specific date range by selecting **Evaluation Date Range** and entering the dates in the specified format. **NOTE: Focal Points** and **Senior Command Officials** may also limit the report to a specific **APM**; **Command POC** may limit the report to a specific APM or Focal Point; **Senior Contractor Representatives** may limit reports to a specific DUNS. Click the **Run Report** button.

The Ratings Metrics Report will display. **NOTE:** The below example does not show the entire report.

ACASS Ratings Metrics Report - 08/10/2005

Data: Evaluation Date: ALL; APM: ALL;

| Overall Rating | EXCEPTIONAL | VERY GOOD | SATISFACTORY | MARGINAL | UNSATISFACTORY |
|---|-------------|-----------|--------------|----------|----------------|
| Overall Rating | 5 | 0 | 0 | 1 | 4 |
| Quality of A-E Services - Design/Services | EXCEPTIONAL | VERY GOOD | SATISFACTORY | MARGINAL | UNSATISFACTORY |
| Architectural | 2 | 1 | 0 | 0 | 4 |
| Structural | 1 | 0 | 0 | 0 | 2 |
| Civil | 1 | 1 | 0 | 0 | 3 |
| Mechanical | 2 | 0 | 0 | 0 | 1 |
| Electrical | 1 | 0 | 0 | 0 | 2 |
| Fire Protection | 1 | 1 | 0 | 1 | 1 |
| Surveying, Mapping & Geospatial Information Svcs. | 1 | 0 | 0 | 0 | 2 |
| Cost Estimating | 1 | 0 | 0 | 0 | 1 |
| Value Engineering | 1 | 0 | 0 | 0 | 2 |

To run a new Ratings Metrics Report, click the **Run Another Ratings Metrics Report** button. The **Return to the Main Menu** button returns the user to the Main Menu.

PROCESSING TIMES REPORT

The **Processing Times Report** option is available to **Focal Points**, **Command POCs** and **Senior Command Officials**. This report is provided to help users monitor the evaluation processing times for evaluations completed within their organization.

To run a Processing Times Report, click the **Processing Times Report** button on the user's Main Menu. The Processing Times Report displays.

ACASS Processing Times Report - 08/10/2005

| Month | Number of Evaluations | Average Processing Times (Days) | | | | | | |
|----------|-----------------------|---------------------------------|------------|-------|------|---------------------|----------|--------|
| | | <= 120 Days | > 120 Days | Total | Rate | Contractor Comments | Finalize | Review |
| 2004-Aug | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2004-Sep | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2004-Oct | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2004-Nov | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2004-Dec | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005-Jan | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005-Feb | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005-Mar | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005-Apr | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005-May | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2005-Jun | 3 | 3 | 0 | 0 | -1 | 20 | -19 | 1 |
| 2005-Jul | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Select and click on a month above to see further details below.

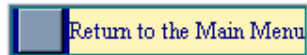
[Return to the Main Menu](#)

The Processing Times Report presents one year of data. The months displayed in **blue** indicate that evaluations were completed during the month. For each month, the report identifies the number of evaluations completed; the number of evaluations completed within the 120-day goal, and the number of evaluations that exceeded the 120-day goal. In addition, the total average processing times are provided as well as the average processing times for each major step of the automated workflow process. The Select drop-down box allows users to "break out" each month by Contract Activity, APM or by Focal Point. Contract Activity is the default. Choose a selection from the drop down box, if applicable, and click on the desired month to view a more detailed report.

Month: 2005-Jun

| Contract Activity | Number of Evaluations | Average Processing Times (Days) | | | Total | Rate | Contractor Comments | Finalize | Review |
|------------------------|-----------------------|---------------------------------|------------|--|-------|------|---------------------|----------|--------|
| | | <= 120 Days | > 120 Days | | | | | | |
| N45112 | 3 | 3 | 0 | | 0 | -1 | 20 | -19 | 1 |

Click on a Contract Activity above to see further details below.



In this particular example, only one Contract Activity (N45112) applies to the user. To view the three evaluations completed for the month, click on the [N45112](#) (Contract Activity) and the report displays processing times information at the evaluation level.

Month: 2005-Jun

Contract Activity: N45112

| Contract Number | Evaluation Date | Focal Point | APM | Processing Times (Days) | | | | |
|-----------------|-----------------|-----------------------|---------------------|-------------------------|------|---------------------|----------|--------|
| | | | | Total | Rate | Contractor Comments | Finalize | Review |
| N4511270S0003 | 06/16/2005 | BETA TESTER 7 (CPAR7) | NAVSEALOGCEN & DETS | 0 | -1 | 30 | -29 | 1 |
| N4511270S0011 | 06/27/2005 | BETA TESTER 7 (CPAR7) | NAVSEALOGCEN & DETS | 0 | -1 | 1 | 1 | 1 |
| N4511270S0011 | 06/27/2005 | BETA TESTER 7 (CPAR7) | NAVSEALOGCEN & DETS | 0 | -1 | 30 | -29 | 1 |

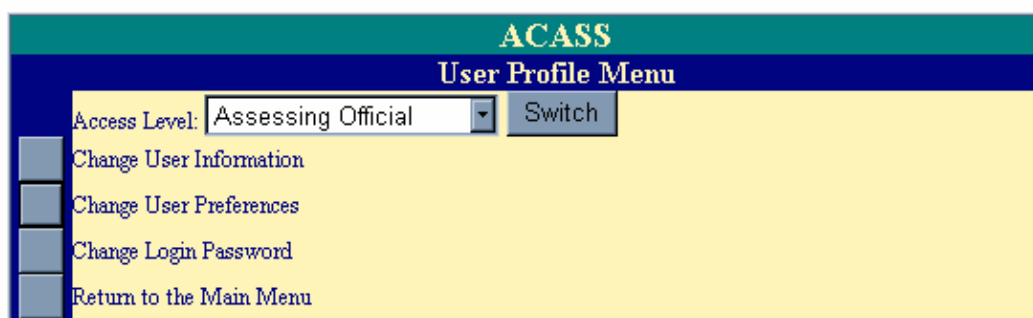


The **Return to the Main Menu** button returns the user to the Main Menu.

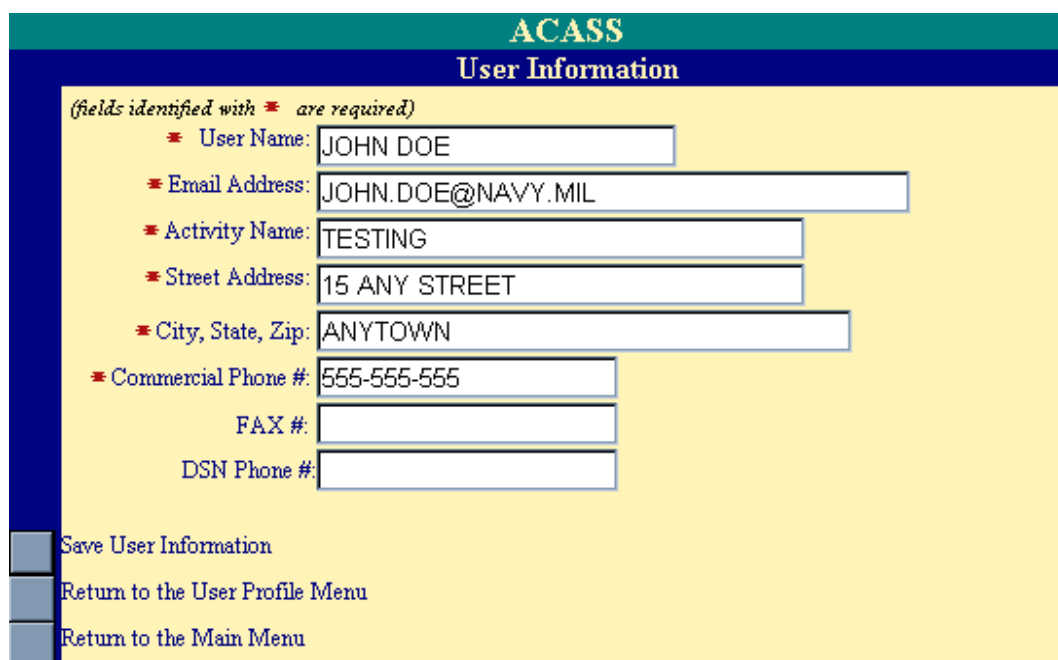
Change User Profile/Switch Access Level

Change User Profile/Switch Access Level: This option is identified as **Change User Profile** at the Contractor Representative, Senior Contractor Representative, Command POC, Senior Command Official, and Business Analysis Reports access levels as they are not allowed to switch access levels. The **Change User Profile / Switch Access Level** option is available at the Contract Data Entry, Assessing Official Representative, Assessing Official, and Reviewing Official access levels.

The **Change User Profile/Switch Access Level** option is very important as it is used by users at all access levels to maintain profile information up-to-date. For example, if a user's email address changes, the user would access the Change User Profile/Switch Access Level option to update the email address in ACASS and/or CCASS. The Change User Profile/Switch Access Level is also used to change user preferences (receive optional email notifications), to change a user's password, and to switch access levels, where available. To update user information, click the **Change User Profile/Switch Access Level** button from the Main Menu. The User Profile Menu will display.



Click the **Change User Information** button and the User Information screen displays.



The user is able to update any of the profile information fields noted above. Fields identified with a red asterisk (*) are required. After all necessary changes are made, click the **Save User Information** button and a confirmation

pop-up screen displays. Click the **OK** button. The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu. A user may want to receive email notifications as evaluations move through each step of the workflow process. To receive optional email notifications, click the **Change User Profile/Switch Access Level** button from the Main Menu and the User Profile Menu will display. Click the **Change User Preferences** button and the User Preferences screen displays.

ACASS
User Preferences

Send Email Notification when an Evaluation is...

- ☐ Initiated by Assessing Official Rep.
- ☒ Drafted by Assessing Official / Rep.
- ☒ Rated by Assessing Official
- ☒ Reviewed by Contractor
- ☒ Finalized by Assessing Official
- ☒ Completed by Reviewing Official

The user can select to receive optional email notifications by clicking on the box adjacent to the emails he or she would like to receive. A check will appear in all the boxes selected. Some email options are mandatory and cannot be de-selected. All mandatory emails are identified with a 'radio button' rather than a box. **NOTE:** That the User Preference menu and its optional emails are not available at the Contract Data Entry, Senior Contractor Representative, or Command POC access levels. Click the **Save Preferences** button and a confirmation pop-up will display. Click the **OK** button.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu.

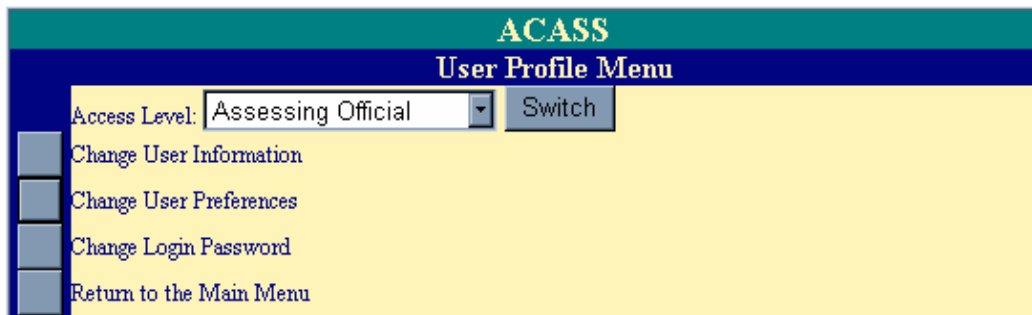
To change an ACCASS and/or CCASS login password, click the **Change User Profile/Switch Access Level** button from the Main Menu and the User Profile Menu will display. Click the **Change Login Password** button and the Change Login Password screen displays.

ACASS
Change Login Password

Current Password:
New Password:
Confirm New Password:

Enter the current password in the **Current Password:** box. Enter a new password in the **New Password:** box. The small blue question mark (?) located at the top of the Change Login Password screen indicates that online help is available for the change password feature. Click on the blue question mark to review the standard DoD conventions that must be followed when creating passwords. The password will display as asterisks. Re-type the password in the Confirm New Password: box. **NOTE:** Passwords are valid for a period of 90 days. If a user logs onto ACASS and/or CCASS with an expired password, the Change Login Password screen is presented and the user will be required to establish a new password. Click the **Save Password** button and a confirmation pop-up will display. Click the **OK** button.

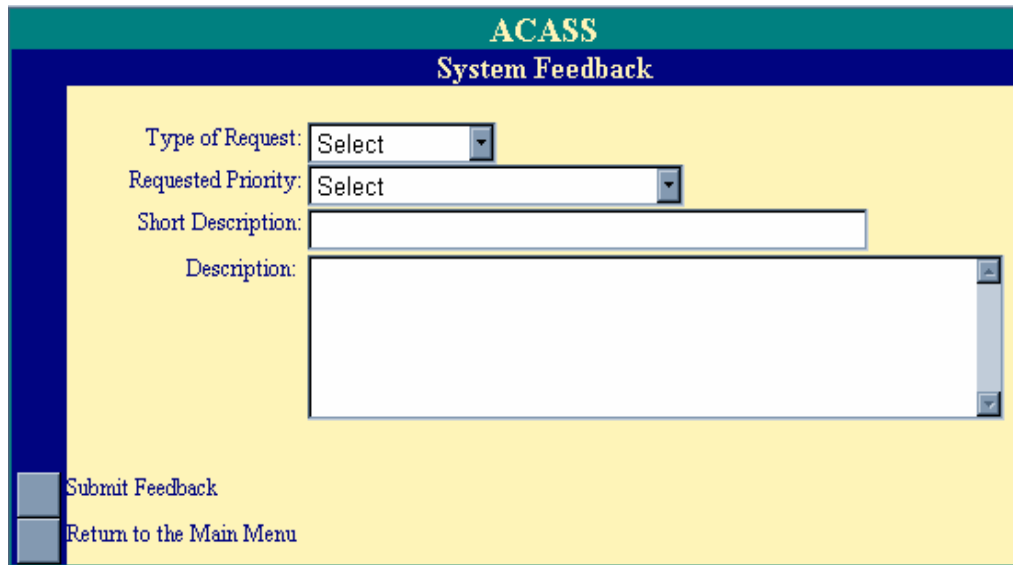
The Switch Access Level option is available at the Contract Data Entry, Assessing Official Representative, Assessing Official, and Reviewing Official access levels. **Switch Access Level** allows the user to switch between two or more roles only when the Focal Point has provided the user with multiple access levels. To switch access level click on the **Change User Profile/Switch Access Level** button from the Main Menu. The User Profile Menu will display.



The **Access Level** drop-down box identifies each of the access levels the Focal Point has authorized. To switch levels, select the desired access level from the **Access Level** drop-down box and click the **Switch** button. The user will be taken to the Main Menu of the switched access level. The user will only have access to the contracts and evaluations that have been authorized by the Focal Point for the switched level. **NOTE:** The switched access level will remain in effect until the user switches to a different access level.

User Feedback

The **User Feedback** option is available at all access levels and allows ACASS and CCASS users to identify and submit system problems, make suggestions for system improvements, or recommend changes in policy. To submit comments, click the **User Feedback** from the user's Main Menu and a System Feedback screen will display.



The screenshot shows a web form titled "ACASS System Feedback". The form has a yellow background and is framed by a dark blue border. It contains the following fields and buttons:

- Type of Request:** A drop-down menu with "Select" as the current selection.
- Requested Priority:** A drop-down menu with "Select" as the current selection.
- Short Description:** A single-line text input field.
- Description:** A multi-line text input field with a vertical scrollbar.
- Submit Feedback:** A button located at the bottom left of the form.
- Return to the Main Menu:** A button located at the bottom left of the form, below the "Submit Feedback" button.

Select the type of request from the **Type of Request** drop-down box. Select the priority of the request from the **Requested Priority** drop-down box. Enter a brief description in the **Short Description** box and a complete description in the **Description** box. Click the **Submit Feedback** button. Click **OK** when the confirmation message displays. The help desk monitors ACASS and CCASS for all feedback submitted. Requests for enhancements and policy changes are routed through the Configuration Management Board (CMB) for review, discussion, and disposition. However, please be aware that the CMB currently meets three times a year. Users submitting feedback will receive a response and an explanation of the CMB's decision on whether or not an enhancement or change will be accepted. The **Return to the Main Menu** button returns the user to the Main Menu.


ACASS/CCASS EMAIL NOTIFICATIONS

The ACASS and CCASS applications will send the following email notifications:

- An automatic notification will be sent to the Assessing Official and Focal Point when a Final evaluation is due to be started. This email is weekly and continues until the evaluation is initiated.
- An automatic notification will be sent to the Assessing Official and Focal Point when an evaluation has not been completed within the 120-day goal (overdue). This email is weekly and continues until the evaluation is completed.
- When the Assessing Official Representative forwards an evaluation to the Assessing Official.
- When the Assessing Official forwards an evaluation to the Contractor Representative.
- When the Contractor Representative returns an evaluation to the Assessing Official.
- When the Assessing Official sends an evaluation to the Reviewing Official.
- The Contractor Representative receives an email when the Reviewing Official completes the evaluation.
- An automatic notification will be sent to the Assessing Official and Contractor Representative identifying evaluations that have been forwarded to the Contractor Representative for review and comment, but have not been returned to the Assessing Official. This email is weekly and continues until the evaluation is returned by the Contractor Representative or is retrieved by the Assessing Official after the 30-day comment period has expired.
- An automatic notification will be sent to the Assessing Official when the contractor 30-day comment period expires. This email is weekly and continues until the evaluation is returned by the Contractor Representative or is retrieved by the Assessing Official.
- An automatic notification will be sent to the Focal Point identifying evaluations that are archived because the completed evaluation is over six years old.

USING ACASS/CCASS EFFECTIVELY

When Registering Contracts or Working on Evaluations:

- The small blue question mark (?) indicates online help is available for the adjacent field. Click on the blue question mark and the online help window opens.
- A red asterisk (*) designates a required field. All required fields must be completed to register a contract. However, evaluations can be started and saved without all required fields being completed. For evaluations, required fields must be completed whenever evaluations are validated and sent to the next workflow step.
- A small calendar located adjacent to a date field allows the user to populate the date field with the use of a mouse. Click on the calendar and select the correct date. This will assure the date is entered in the correct format.
- There is a character counter located at the bottom of data entry screens that help users identify how many characters they have entered in text fields. Keep an eye on the character field to determine how much text has been entered.
- ACASS and CCASS have a time-out feature of 20 minutes. The time-out clock is located at the bottom of data entry screens and appears whenever the system is idle (user not typing). If the user has a data entry screen open and no work is performed for 20 minutes the system will perform an automatic save. The time-out clock is re-set whenever the user performs a save or clicks on any of the green tabs.
- A red bar  beneath a Rating Tab indicates that at least one element has been rated.

General System Information:

- Have you received an email advising that you have an evaluation to work on? Use the To-Do List to open and work on the evaluation.
- Use the Forgot Password feature to receive a system-generated, temporary password. You will still have to remember your User ID. Your Focal Point and the Help Desk also have the ability to reset passwords.
- The Evaluation and Contract Status Reports are available to help monitor the status of contracts and evaluations.
- Run an Evaluation Status Report (List of Evaluations) to identify who has access to an evaluation (User List) or to find out the history of the evaluation (Activity Log).